



Valley Day School

**Student &
Parent
Handbook**

2022-2023

Approved by the Valley Day School
Board of Directors

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Introduction

This handbook was designed to help students understand their rights, responsibilities, and behavioral expectations so they can enjoy learning in an environment and a community that is both safe and conducive to learning.

It is important to note that Valley Day School also incorporates The Sanctuary Model in its organizational and academic programming. The Sanctuary Model is an evidence-based model that was developed by Dr. Sandra Bloom in the early 1980's. The Sanctuary Model is an evidence-supported intervention (Rivard, Bloom, McCorkle, & Abramovitz, 2005) and the only organizational and clinical intervention recognized as a Promising Practice by the National Child Traumatic Stress Network (National Child Traumatic Stress Network, 2008). It was developed for traumatized adults in inpatient hospital settings and has been adapted for child and adolescent residential treatment, schools, group homes, foster care, juvenile justice, outpatient, and community based settings.

The Sanctuary Model is the way Valley Day School organizes both our academic program and the way we run our organization to create a trauma informed approach to education. We have incorporated the Sanctuary Model because it is a way of guiding leaders, staff, children, and families in creating shared values and language. The model helps as a guide for creating a safe and nonviolent environment.

The Valley Day School Sanctuary Handbook is created with staff and families in mind. Please use this link to access the [Valley Day School Sanctuary Handbook](#).

Student Responsibilities

Every student shares the responsibility with school staff for maintaining a safe school environment that is conducive to learning and to healthy living. It is the responsibility of every student to respect the rights of students, instructional personnel, administrators, and all others who are involved in the educational process. Students are expected to express their ideas and opinions in a manner that promotes growth. In addition, it is the responsibility of students to abide by such provisions of the law as apply to the conduct of juveniles and minors. We expect each Valley Day School student to learn to take responsibility for their own actions/behaviors. The Valley Day School Board of Directors recognizes the student as a citizen as defined by the Constitution and laws of the USA and the Commonwealth of Pennsylvania, with rights and responsibilities in the exercise hereof.

Students are asked to be active partners in their Individualized Education Program (IEP). As active partners, students are taught and encouraged to use the tools taught within the Valley Day School program to navigate their academic, social, and emotional growth.

Parent Responsibilities

Parents are a major part of the IEP team. Parents are encouraged to participate in school/home communications. Being an active partner is imperative to the transfer of skills from the school setting to the home setting. When parents work closely with the school, everyone wins—especially our students. Parent participation and support enriches the student's educational program.

All parents are encouraged to assist their child with homework and learning activities.

Parents will be informed of special events through a variety of means, including Daily Point Sheet reports, the school calendar, the OneCallNow automated messaging platform, email, and telephone reminders. Daily communication with parents/guardians is accomplished through a Daily Point Sheet Report that is emailed. This report allows the parent/guardian/caregiver to remain in touch with the learning, social, and behavioral successes and challenges of the day and to communicate with the school staff. The parent/caregiver is expected to review the Daily Point Sheet with the student and email back to acknowledge the receipt of the point sheet.

Valley Day School Personnel Responsibilities

All Valley Day School personnel share responsibility for teaching the tools to live a healthy life. Our whole school approach provides each student with an individualized treatment team to help successfully identify, assimilate, and apply those tools for social, emotional, and academic success and progress towards IEP goals.

All Valley Day School personnel share responsibility for supervising the behavior of Valley Day School students and for supporting and implementing Board policies. All Valley Day School personnel have the right to expect Valley Day School students to comply with school rules (once the student has been informed of the rules) and to maintain good order in the classroom, the school building, on the playgrounds or other common areas of the school, while riding on school transportation, on field trips, and at all community-based school-sponsored activities. Valley Day School employees will act in loco parentis while students are in their care and parents are not present.

Valley Day School staff are responsible to:

1. Understand the Code of Conduct and must accept responsibility for implementing it effectively
2. Be knowledgeable of the information in the Parent and Student Handbook
3. Treat each student with respect and professionalism
4. Support communicated Valley Day School Board policies and Valley Day School administrative procedures
5. Learn and implement educational and behavioral techniques and interventions according to approved protocols
6. Adhere to the ethics and best-practice parameters as established for the professional certificate or license held by the individual.

Each homeroom teacher will make a minimum of one phone call per month to the parent/guardian/caregiver of each student in their homeroom to inform parents of the proficiency levels that students are expected to meet, review student progress, give parents opportunities

to make informed decisions related to the education of their children, discuss how parents can improve their child's performance, and discuss future planning.

SPECIFIC POLICIES and PROCEDURES

Academic Curriculum

As a special education placement for students with emotional, behavioral, and learning disabilities, Valley Day School provides alternate approaches for achieving the curriculum standards contained in Chapter 4 of the Pennsylvania School Code. Our designation as a Pennsylvania Approved Private School rests in part on our use of various teaching methodologies and strategies for promoting the acquisition of social and academic skills. The standards of academic success, however, remain the same as those established by the Commonwealth of Pennsylvania for all students. Valley Day School personnel accomplish this by implementing students' IEPs that include specially designed instruction deemed necessary by the IEP team for allowing the student to progress in the curriculum.

Valley Day School believes that a rich and engaging academic curriculum helps best prepare students for reintegration to home school environments and/or for success after Valley Day School. Towards that end, Valley Day School personnel use research-based teaching practices. Further, Valley Day School personnel use ever-advancing educational technology to engage students in learning, to enhance individualization, to provide students with access to a comprehensive academic curriculum, to continually assess and confirm the correctness of each student's instructional placement, and to ensure that each student has the means to progress towards mastery at a pace that is not hindered by the pace of other students.

Because Valley Day School is a special education school, the general education curriculum is modified for Valley Day School students.

Common modifications to the curriculum include, but are not limited to, the following:

1. small group instruction
2. task-analysis of content
3. individual pacing through curriculum
4. altering the length of assignments
5. extended deadlines for completion
6. pre-correction strategies
7. clearly-posted classroom agendas, rules, expectations for performance, and rituals
8. one-to-one assistance (where deemed necessary by the IEP team); peer tutoring; and cooperative learning
9. Students are provided with frequent opportunities for practice until they reach mastery of their IEP goals

Students who display severe frustration which causes disruption to student learning are taught socially acceptable and more productive procedures to cope with their frustration and to seek assistance in a manner that does not present an obstacle to their learning or to the learning of others. Student academic progress is tracked routinely using curriculum-based monitoring

(including computer-based assessment). Students who plateau, “stall-out”, or fail to make anticipated progress are provided with additional support and/or alternative strategies. Most instructional decisions are left to the professional judgment of the classroom teacher; however, when students present particular challenges, a red-flag meeting that consists of the student's treatment team, is convened to problem-solve solutions.

Assigned Areas and Elopement

Students will not be permitted to loiter in halls or outside of classrooms. At all times, students should follow their assigned schedule. Leaving school grounds during the school day without permission from Valley Day School personnel is prohibited. If a student leaves their assigned area without permission, staff will attempt to engage the student and help them problem-solve in order to successfully return to the program. When students are roaming in the halls, staff will keep the student within his or her sight. Students who elope (i.e., run away/leave a building or campus without permission) are subject to local laws and their consequences. If students leave the building, staff will follow and attempt to engage them. Once a student leaves the school grounds, Valley Day School personnel will attempt to keep the student in sight. If the student leaves the grounds and refuses to return, both parents/guardians and the local police will be notified as a safety precaution. In these cases, school personnel cannot be responsible for students who leave the premises. Falls Township (Valley Day School location) has a daytime curfew in place. Students who elope from Valley Day School grounds and who are within the township, may face consequences established by the Township.

Attendance

Pennsylvania law requires children age 6 up to age 18 to attend school. Regular school attendance contributes to a student's success at school. We expect our students to attend school every day and to remain in school during the specified hours. Punctual and regular attendance at school helps students develop habits of responsibility and promotes their success in school. When a student is absent, they lose the opportunity to participate in the learning activities occurring in the classroom, as well as the therapeutic activities such as social skills instruction and individual and group counseling. Children learn better and achieve greater academic success if they attend school regularly.

Excused Absence

The School laws of Pennsylvania permit an excused absence for the following reasons:

1. A personal illness or injury to the degree the child is unable to attend school (An absence beyond three consecutive days due to illness requires a note from a physician. Without a physician's note, absences beyond the 3rd day will be considered unexcused.)
2. A death in the family
3. Observance of a religious holiday or receipt of religious training as permitted by law
4. Family educational trip (with prior administrative approval)
5. Other urgent reasons beyond the control of the student, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student
6. Other absences approved by the building administrator. Valley Day School administrators permit an excused absence for the following reasons:

- a. A doctor, dentist, or legal appointment for the child (upon receipt of a signed excuse note from the student's parent/guardian/caregiver or receipt of a back-to-school note from the attending professional on their letterhead)
- b. A loss of transportation to Valley Day School by the LEA owing to weather and/or road conditions
- c. Failure of the assigned transportation to transport the student to Valley Day School

Parental notification is required by email, telephone, or note. Homework will be required. If a student has excessive excused absences (more than 6 per marking period), the student may be required to provide additional verification. Any absences other than those listed above are recorded as unexcused absences.

Parent Approved/Pre-Arranged Absence

Homework will be required. Major tests must be made up. Work due during the absence will be accepted upon returning to school. If students know in advance that they will be missing school, a note from their parents explaining why they will be out of school should be presented to the office.

Educational Trip

Parents may request permission to take their child(ren) on one educational trip of up to 5 days per school year. Days in excess will be considered unexcused or illegal (depending on the age of the student), and notices may be issued. Only one such educational trip will be approved each school year. Parents requesting permission to take their child(ren) out of school for educational trips must notify the Valley Day School administration by written request at least five days prior to the trip.

Unexcused Absence

An absence will be unexcused and/or illegal (contingent on the age of the student) for the following reasons:

1. Failure to provide a written/electronic note, signed by the parent/guardian identifying the valid reason for the child's absence
2. A student's absence for any reason other than those identified as excused absences

If your child is absent for 3 cumulative days without a written excuse or communication from parents/guardians/caregivers, Valley Day School administration is required by law to notify your child's LEA and place evidence of this notification in the student's file. Upon the 5th unexcused absence, Valley Day School will begin a process, in conjunction with the student's district, to identify the causes of excessive unexcused absences and come up with a plan of action.

Students who have more than 15 unexcused absences during a semester course may receive a failing grade for the semester.

Notification – Procedure for Reporting Student Absence

When your child will be absent from school, please call the school at 215-295-1155 before 8 a.m. or email their case-manager - notifying us that your child will be absent for the day, and letting us know why they will be absent. Parents must call each day their child is absent.

- If the illness or condition is expected to be long-term with the student missing substantial time, the parent is responsible for obtaining a doctor's note to indicate the estimated length of absence, and sending this note to the school.
- When your child returns to school, send a signed, written note stating the dates of the absence(s) and the reason your child missed school. Upon arrival at school, every student who has been absent, is arriving late, or is requesting early dismissal, must submit an excuse note dated and signed by his/her parent, guardian, or caregiver. Until Valley Day School receives your note, your child's absence is unexcused.
- If the student does not arrive at school, and no message has been called into the school by the parent or guardian, an assigned employee of the school will attempt to contact the parent or guardian. The school keeps a record of phone messages and conversations to be included in the student's attendance file.
- Each day, each Valley Day School homeroom teacher takes roll for their assigned homeroom. Results are tallied, and computed attendance trends are reviewed by administration and assigned school personnel. Each teacher keeps a daily attendance log that can be compared with the school's phone contact log for verification. The teacher log becomes a part of the school's attendance record.
- If we have not received a note or a phone call about your child's absence, we must mark your child as unexcused, in accordance with Pennsylvania law.

Tardiness

A Valley Day School student is considered tardy if they arrive at school after 8:30 a.m. Excused Tardies will be considered on a case-by-case basis, for example: transportation issues, housing issues, etc. Students entering the building after this time must sign in with the Main Office and undergo a security check. Being on time is an important habit to attain. All students are expected to arrive at school on time. Valley Day School's educational philosophy supports intensive, structured programming to allow for student's maximum potential. In order for this to be achieved and to keep classrooms running efficiently and smoothly, all students must arrive at a time that is consistent with the classroom's schedule. All student tardiness will be recorded on the attendance record and reported to the parents or guardians. We use consistent rituals to maximize student learning and to help students establish good habits. If it is necessary for your child to arrive late to school, please call the office to let us know.

Leaving School Early with Parental Permission

If your child must leave school before the scheduled dismissal, you must email or bring a written note requesting that the student be permitted to leave early. The communication must state the reason for leaving early, the date/time of departure, the mode of transportation, and the name and relationship of the person providing transportation. The note should include a telephone number where the parent/guardian can be reached. Students will only be released from school to their parent/guardian or to persons authorized by the parent/guardian. The individual picking up the student will be required to provide a valid photo ID to office personnel prior to the student's release from school. When picking up the student before the end of the school day, the person supplying transportation must report to the main office and sign the student out. Please contact your LEA's transportation office and notify them when your child will not be riding the bus as usual that day.

College Visitations/Post-Secondary Training Days

In conjunction with their Individual Transition Plans, Valley Day School secondary school students are encouraged to visit post-secondary training institutions. For early decision-making about college or vocational training options, a student should consider visiting post-secondary training campuses during the summer of his/her junior year. During the school year, post-secondary training institutions offer open houses on Saturdays and on other days that do not conflict with the Valley Day School high school schedule. Students are encouraged to explore the open house as a first option. Seniors may take up to 5 post-secondary training days after completing the following procedures:

1. Initiate a post-secondary training day request through the Valley Day School guidance counselor at least 3 days in advance.
2. Complete the requirements for a Parent-Approved/Pre-Arranged Absence.
3. Upon return to school, the student will be responsible for supplying the office with a signed statement on post-secondary training facility letterhead confirming said visit.
4. Valley Day School personnel are committed to helping Valley Day School students make as much progress as possible within the school year. To do so, it is absolutely necessary for the student to attend school.

Award Assemblies/Ceremonies

Students at Valley Day School celebrate their classroom and school successes through award assemblies/ceremonies. Award assemblies are open to parents and other invited guests. During the award ceremonies, students receive social recognition for academic growth, behavioral competence, improved social development, and/or other noteworthy achievements. Students must be present to receive an award, unless they are excused because of other school business, such as transitioning to their home schools.

Body Mass Screening and Index

Advanced notification of BMI screenings and the benefits of the screening will be communicated to all parents and guardians by reasonable means. Accurate measurement of height and weight and the calculation of BMI for students in grades 1, 4, 7, and 10 (or by a student's 7th, 10th, 13th, and 16th birthday) will be done by trained individuals. Direct, confidential notification of parents or guardians of the child's screening results will be done, even those results within normal BMI range. Parents and guardians have the opportunity to waive their child's BMI screening at school by submitting a written request. Screening will be done in a space with respect for the student's privacy and confidentiality of results will be assured. The student's BMI in the health record is strictly confidential and will not be discussed with anyone other than the student, their parent or guardian, and healthcare provider.

Bookbags and Personal Property

Bookbags

To ensure the safety of the school community, all book bags are searched by trained staff when students enter the school building. Valley Day School requires that students who wish to use bookbags use only those that are made of clear material or made of mesh - so that the bag

contents are clearly visible for inspection while the bookbag is sealed. Student use of all other types of bookbags is prohibited.

Personal Property

Valley Day School discourages students from bringing personal items to school, especially those of value. Valley Day School staff discourages students from lending and borrowing items, especially money, from other students. Valley Day School is not responsible for the loss of any personal item. Valley Day School's insurance does NOT cover personal possessions. Students are not permitted to bring radios, skateboards, pagers, laser pens, and so forth to school unless they and their parent/guardian first obtain permission from the school administration. Students are not permitted to bring personal electronics (e.g., iPods, Nintendo DS, PSP, cell phones) unless they first obtain permission from the Valley Day School Education Director. Items brought to school without permission or items deemed to be dangerous or distracting to others will be confiscated and turned over to the parents at a later time.

Students may be permitted, by bus personnel governed by their LEA, to use cell-phones or music devices while in transit between home and school. Upon entering the building, all such devices must be turned off and checked into the main office before students pass through morning security procedures. Students pick up their devices before they leave the building at dismissal time. Use of such items on school vehicles during field trips or on school premises during classes will result in the item being confiscated and turned over to the parents at a later time.

Care of Property

Students are expected to respect their personal possessions, the possessions of others, and school property. Students will assume responsibility for their personal property and any school property assigned to them. As a reminder, Valley Day School is not responsible for lost or stolen articles. Students involved in the destruction of property or theft including, but not limited to, educational materials, software, equipment, furniture, and buildings will be disciplined. This can include denial of privileges, in-school suspension, out-of-school suspension, or police involvement (e.g., for vandalism). Students will be required to pay for or correct any and all damages. A restitution plan may be developed under the supervision and guidance of the team and the parent. Students who disfigure, break, or do other damage to school property will be required to pay for the damage done or to replace the item.

Damage of Property

Students are expected to exercise care in the handling of school property. Students who destroy school property or the property of others are held accountable for their actions and will be required to compensate Valley Day School for the full cost of the item(s) they destroy, deface, or otherwise damage. School property refers to but is not limited to the school building, grounds, school furniture, books, paper, charts, apparatus, electronic equipment, etc. Parents and guardians are notified by letter of any damage caused by their child and the estimated cost of repairs or replacement. School officials reserve the right to file a formal complaint with local law enforcement officials when students damage, vandalize, or destroy school property, as allowed for by Pennsylvania Statute.

If students have damaged or failed to return school materials that were issued to them, they will be given an obligation form which indicates the price of the missing or damaged article. Students will pay the amount of money indicated on the obligation form for damaged or lost materials. Under certain circumstances, students may make restitution of such obligations through a mutually-agreed upon community service activity. If obligations are not taken care of by the end of the school year, a student will not receive his/her report card and/or transcript (as permitted by PA education law) until the obligation has been retired. Seniors will not receive their Valley Day School-issued certificate-of-school-completion until all such obligations are met, and their LEA may determine not to issue their high school diploma until all obligations are met.

Chemical Dependency

Drug and alcohol abuse in schools and our community are a threat to the health and welfare of the general population, especially our children. We believe that chemical dependency is a treatable health problem, which is primarily the responsibility of home and community. Valley Day School shares in that responsibility because we believe that problems of chemical dependency often interfere with appropriate school behavior, student learning, and the development of each student.

A student shall not possess, use, transmit, sell, or be under the influence of any chemical or alcoholic beverage of any kind (with the exception of a student who is taking prescription medicine under a doctor's direction) on school grounds before, during, or after school; off school grounds at a school activity, function, or event; and on school buses or rented carriers or private vehicles during school hours or any school-sponsored activity. Students who violate this policy are subject to disciplinary action, including a referral to law enforcement officials and/or referral to the Valley Day School Student Assistance Program (SAP) as appropriate. If a student is suspected of being under the influence of a controlled substance while in our care, Valley Day School will notify and consult with that student's parent. With parental authorization, trained Valley Day School medical services staff may do an informal medical assessment.

Child Abuse and Neglect Policy

Valley Day School complies with the Pennsylvania Child Protective Services Act. Child abuse includes serious physical or mental injury that is not accidental, sexual abuse, or physical neglect of children under the age of 18 that is caused by acts or omissions of a perpetrator. Per the Act, all school personnel are mandated reporters. Therefore, any Valley Day School personnel who have reason to suspect, on the basis of their professional judgment, that a student is being abused, must report any *suspicion* of abuse or neglect immediately to CHILDLINE at 1-800-932-0313. Following each report of suspected abuse, mandated school reporters must notify the school administration that they have completed a report of suspected child abuse. The school will complete the written report that must be submitted immediately to the county where the student resides.

Closed Campus

For the safety of our students, Valley Day School has a closed campus policy. This means students must stay on school grounds from the time they arrive until school is dismissed.

Leaving campus without permission is truancy and is subject to disciplinary action. Students are not to leave campus for any reason unless accompanied by their parents or by Valley Day School personnel. Parents may take their own children off campus, but must first sign the student out at the front office. Students picked up off campus by Valley Day School staff or law enforcement officers during the school day will be taken to the main office and parents will be contacted.

Code of Conduct

Valley Day School students are both citizens and members of a learning community. Valley Day School provides a safe and civil learning environment for students. We recognize that students do best when expectations for conduct are clear. Valley Day School is committed to providing an environment that is physically, emotionally, and socially safe for all Community members (students and staff).

To that end, a Code of Conduct has been developed to emphasize the following core values:

1. Responsibility
2. Respect
3. Safety

These values, summarized below as the “3 R’s,” are incorporated in all student procedures, posted throughout the building, directly taught, and reviewed daily with the students.

- I. Students Will “Be Responsible”. Violations will include:
 - A. Incomplete homework
 - B. Not having required classroom materials
 - C. Academic dishonesty
 - D. Unsigned or unreturned required documents, such as point-sheets and permission slips
 - E. Inappropriate dress
 - F. Possession of unauthorized equipment or materials
 - G. Public displays of affection
 - H. Leaving a classroom or school building without permission
 - I. Theft, damage, destruction, or unauthorized use of school property or the property of others
 - J. Failure to follow policies outlined in the student handbook
- II. Students Will “Be Respectful”. Violations will include:
 - A. Use of profanity
 - B. Use of ethnic slurs
 - C. Verbal abuse of a student or staff member
 - D. Failure to follow the directions of school personnel
 - E. Violations of technology use policy
 - F. Bullying or the physical, electronic, verbal, or otherwise communicated intimidation of others
 - G. Sexual Harassment
- III. Students Will “Be Safe”. Violations will include:
 - A. Physical aggression toward students or staff
 - B. Threats of physical aggression towards staff or students
 - C. Destruction of individual or school property

- D. Possession of weapon(s)
- E. Use, sale, possession, or distribution of tobacco products, lighters, and/or vaping products
- F. Use, sale, possession, or distribution of illegal, look-alike, or unauthorized prescription drugs and non-prescription drugs, and/or drug paraphernalia
- G. Violations of state or federal law

Students violating the Student Code of Conduct may be disciplined by, but are not limited to the following:

1. Counseling with a staff member to provide the student with insight into how their behavior has violated community expectations and has adversely impacted themselves and/or others, as well as planning on how to avoid such violations in the future
2. Creation and/or modification of Individual Student Safety Plan
3. Loss of school points on the daily point sheet
4. Parental contact and notification
5. Out of classroom time-outs
6. Verbal and/or written apologies
7. Non-participation in school events
8. Restitution (financial or through alternate agreed-upon means)
9. Community service
10. One to ten (1-10) days of in-school suspension (ISS)
11. Manifest determination meetings will be held according to PA state law
12. One to ten (1-10) days of out of school suspension (OSS)
13. Removal from school (including, but not limited to, interim alternative education placement)

Valley Day School Staff (Behavioral, Clinical, Instructional, and/or Administrative) will work with students to examine the inappropriate behavior in order to develop action plans to prevent further incidents. In addition to punitive measures identified above, violations of criminal law may result in referral to the appropriate law enforcement agency. If out-of-school suspension (OSS) is deemed necessary, a re-entry meeting of the students, their parent/guardian, and a school representative is expected before the student resumes attending classes at Valley Day School. Valley Day School holds students accountable for violations of the student code of conduct both on and off campus. Severe infractions of the Valley Day School code of conduct may be dealt with through administrative and/or through law enforcement channels.

To help students manage themselves in this setting, several approaches are taken:

- School policies are posted in every classroom and area of the school.
- Individual behavior improvement plans and support programs (ex: safety plans) are developed for students who repeatedly demonstrate the need for more structure or support to make more appropriate choices.
- Collaborative efforts with students, families, school personnel, and in some cases, articulating agencies are undertaken to incorporate social, emotional, educational, and psychological needs into positive behavioral planning and programming.

In Loco Parentis

Valley Day School staff have a duty to maintain an orderly and effective learning environment through reasonable and prudent control of students. The Valley Day School building administration and Valley Day School instructional personnel have the authority to teach, to guide, and to discipline the child to accomplish the educational objectives. Under this doctrine, school personnel have a duty to see that school order is maintained by requiring students to obey reasonable rules and commands and to respect the rights of others. School personnel may use reasonable force as needed to maintain the safety of other students and may remove a student from the classroom for dangerous and/or disruptive behavior, and the student will be dealt with according to the seriousness of the offense.

Emergency Safety Physical Intervention (ESPI)

When, in the judgment of Valley Day School employees, a student is acting in such a manner as to be a clear and present danger to self, peers, employees, and/or property, and when less restrictive measures and/or interventions were either ineffective or were judged to be ineffective, Valley Day School employees who have been trained to safely and appropriately intervene are authorized, as a last resort, to use Emergency Safety Physical Interventions (ESPI) as defined in applicable PA Education law and/or removal (including but not limited to emergency seclusion) of the unruly student(s) - in order to quell a disturbance, ensure safety, and protect persons and property.

ESPI's used under the following circumstances shall not be considered as corporal punishment as long as the intervention is not extreme, excessive, or unreasonable in type or purpose:

1. to quell a disturbance; ensure safety of self and others
2. to obtain possession of dangerous and/or illegal objects (e.g., weapon(s) or drug(s))
3. for the protection of persons and property
4. in self-defense

Suspension

Long term suspension (more than 15 cumulative days in a school year) and expulsion qualify as a change in placement. Disciplinary procedures that effectively change a student's placement will be done in accordance with the procedural safeguards afforded students with disabilities by the IDEA, Section 504, and applicable Commonwealth Education Law. When determining whether or not to use a long-term suspension or expulsion, Valley Day School will convene the student's IEP team and other qualified personnel to determine the relationship between the student's misbehavior and their disability. In situations where a student with disabilities brings a weapon to school or a school function, or where they use, possess, or sell/distribute drugs at school or a school function, or where a student seriously harms someone at school or a school function, Valley Day School administration reserves the right to unilaterally notify the responsible LEA to remove the student to an interim alternate educational setting for up to 45 school days. During this time, Valley Day School, in concert with the LEA, will convene the student's IEP team to consider appropriate actions. In instances of short-term suspensions (10 days or less), in concert with the referring LEA, Valley Day School may discontinue educational services. In instances of long-term suspension (more than 10 days), Valley Day School will work in concert with the referring school district to ensure that educational services are not

discontinued. In instances of expulsion, the referring LEA will be responsible for a) ensuring that educational services are not discontinued, and b) providing FAPE.

Suspension Procedure(s)

Cause for suspension shall be any conduct that is illegal, causes a disruption of or interferes with the instructional process or school activity, places in danger any person(s) or property, or which causes a reasonable likelihood of such disruption, interference, or danger.

1. When suspension is under consideration, Valley Day School will notify and consult with the LEA, and Valley Day School will notify the parent(s)/legal guardian.
2. Before a Valley Day School student is suspended, at the discretion of Administration and BSP staff, appropriate Valley Day School personnel will inform the student of their suspension and will inform the student of the specific misconduct that is the basis for the decision to suspend the student's education at Valley Day School.
3. When a Valley Day School student is suspended more than 10 cumulative days in a school year, Valley Day School shall notify the responsible LEA district that it must hold a Manifestation Determination conference to determine whether or not the misconduct is the result of the student's handicapping condition (per standards in PA Chapter 14 and the most current amendment of IDEA). Such determination shall be made by educational personnel who are familiar with the student's handicapping condition, IEP, and the details of the misconduct, in conjunction with Valley Day School administration. The parent/guardian and LEA representative will be invited to participate in the Manifestation Determination meeting.
4. If the student's misconduct is determined to be the result of the student's handicapping condition, the student's program will be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct and to ensure the safety of the student and others. Parental and LEA participation in this process shall be encouraged.
5. Valley Day School students may be suspended, even if the misconduct is the result of the student's handicapping condition, for school-related weapons offenses, drug offenses, assaultive behavior, and/or if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

Police Involvement

Valley Day School administration will investigate complaints where misconduct is alleged to have violated the law. Valley Day School administration may involve law enforcement personnel as an intervention and will involve appropriate law enforcement agencies if a law has been violated in instances where the school is a mandated reporter under applicable law(s). If an individual Valley Day School employee or a visitor believes that they have been the victim of a crime, they have the right to individually pursue police involvement.

Computer, Video Game, Movie, TV and Video Usage

The showing of commercially produced and rated films, videos, and/or television content may have a legitimate purpose in a school program. Since the content of such media is designed for general audience viewing, certain precautions are taken to ensure that the showing of a particular film or video is consistent with the educational values adopted by Valley Day School. Prior approval from the Valley Day School Executive Director or designee must be obtained prior to showing any video or film that contains potentially objectionable and sensitive subject matter.

As a general rule, only films rated G or PG are permitted, although students in grades six and above may occasionally view movies rated as PG-13. Instructors must preview films and videos before showing them to students. Students may use computer games and video games during reinforcement periods as outlined by classroom staff. Games must be rated “E” for everyone. When movies are shown to support academic instruction or as a reward, the movie must be rated G. If a movie is rated PG, staff members will get parental permission before showing the video. Games or movies that depict graphic violence, explicit language, and/or sexuality may not be used at Valley Day School.

Confidential Communication from Students

Confidential communications from students generally remain private. However, in accordance with Pennsylvania law, information received in confidence from a student may be revealed to the student’s parents, a Valley Day School school administrator, or other appropriate authority when the health, welfare, or safety of the student or others is clearly in jeopardy.

Corporal Punishment

Corporal Punishment is not administered in the Valley Day School. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel, as it is prohibited. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Crisis Response Plan

Valley Day School’s Crisis Response Plan is coordinated with the plans and procedures of local first responders, Pennsbury School District, and with county, and regional Crisis Response plans. The school uses drills to prepare students for the possibility of evacuation(s) (building or campus), building lockdown(s), shelter-in-place, etc.

Custody and/or Guardianship of Students

The Parent/Guardian is responsible for providing Valley Day School with updated copies of court orders pertaining to a child’s custody. It is the responsibility of the custodial parent(s) or guardian to provide the school with a copy of a date-stamped court document indicating the custodial status of the child(ren). The custodial parent/guardian maintains this responsibility to formally inform the school of any changes in custody through date-stamped court documents throughout the time the student is enrolled at Valley Day School. If both parents/guardians maintain custody, it is the responsibility of both parents/guardians to present date-stamped court documents to this effect. For individuals other than the parents, it is the responsibility of the person who maintains custody to provide the school with current date-stamped documents indicating the custodial status of the child. Once a child reaches the age of majority (18 years old), custodial care is discontinued. If you are seeking guardianship of a student who is age 18 or older, you are responsible for providing date-stamped court documents to the school which indicate the guardianship status of the student. If Valley Day School does not receive up-to-date copies of court date-stamped documents, the school personnel will follow the most recent court documents available in the event of any student issues involving custody or guardianship.

Discrimination (Freedom from Discrimination)

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963); no student shall be denied access to a free and appropriate education on account of race, religion, sex, or national origin. Valley Day School students shall not be denied an equal opportunity or be discriminated against because of age, national origin, race, creed, color, religion, sex, economic status, or a physical, mental, or sensory disability.

Dress Code

The purpose of the Dress Code is to ensure comfort and safety for all students. Keeping in mind that many of our students struggle with sensory and sexuality issues, perhaps more than the general population, this policy is intended to keep everyone safe and avoid unintended sensory/sexuality issues that are confusing for many of our students. Research has shown repeatedly that dress affects behavior. Students who practice personal hygiene and who dress in a reasonable fashion feel better about themselves and consequently achieve better in school. Therefore, students are expected to dress in a manner deemed appropriate by the administration. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. Valley Day School will maintain some dress code clothing for emergency situations. We appreciate your cooperation with helping all our students! Please be sure your child is dressed with the following issues in mind:

- Students should be clothed from shoulder to knee. Shorts or skirts must come to at least the knee (when standing).
- Coats, headwear, and backpacks are to be removed upon entry to the building and stored in the designated place in the student's homeroom.
- At no time is it permissible for a student to wear any apparel or jewelry that by words, signs, pictures, or any combination thereof appearing on said clothing or jewelry, advocates or promotes sexual activity or violence, the use of drugs or alcohol, or demeans or degrades another because of race, sex, religion, national origin, handicap, or disability. Extremes in clothing or accessories which may be disruptive to class or pose safety/health hazards will not be permitted. Valley Day School finds and declares that the students and the staff at Valley Day School have the right to be safe and secure at school. Gang-related apparel worn at school draws attention away from the school's learning environment and directs it toward thoughts or expressions of violence, bigotry, hate, and abuse. Therefore while on school property, students are prohibited from wearing any type of clothing, apparel, or accessory, which denotes such student's membership in or affiliation with any gang associated with criminal activities. The local law enforcement agency shall advise the school, upon request, of gangs that are associated with criminal activities.

Tops

Students must wear the Valley Day School uniform shirts and/or Valley Day School-produced crewneck sweatshirts at all times.. A short or long-sleeved, solid-colored, t-shirt may be worn under the Valley Day School uniform shirt. For 2022-2023, either the light-blue or navy-blue shirts are permitted.

Bottoms

Pants/slacks, skirts, and/or shorts worn at school and/or at school-sponsored activities must be of a solid color and must be secured at the waist (with a belt where garment design allows) so that they do not ride below the wearer's waist, and must be of sufficient length and design so as not to expose torso parts between the waist and the knee. Students are not permitted to wear shorts to school between the second Friday of October and the second Friday of April. Girls may wear "skorts". Students are not permitted to wear leggings, sweatpants, jeans, joggers, etc. during school; they are expected to wear uniform pants. Hip-huggers and/or other bottoms that are designed to be worn below the waist are not appropriate school apparel. Similarly, bottom garments that are form-fitting or overly-tight are not appropriate school apparel. For 2022-2023, either black or khaki/tan bottoms are permitted.

Belts

Belts will be required for pants and skirts that fall below the waist in order to keep students' pants at an appropriate height as not to show undergarments or the lower midriff. Failure to wear pants at an appropriate level will result in a deduction of earned dress code points, daily points, or a combination of both.

Footwear

Students must wear appropriate footwear that does not go above the mid-calf at all times. Slippers, aqua-socks, golf shoes, heels, and skates are not appropriate school footwear. Sneakers are appropriate footwear at Valley Day School. Metal toed shoes or shoes with dangerous metal decorations are not appropriate. If the back of the shoe does not cover the entire back of the heel, it will be considered a "slipper" and therefore unacceptable. During inclement weather, students may bring a change of shoes to wear inside the building.

Pocketbooks/Purses/Handbags

Valley Day School discourages students from bringing pocketbooks, purses, or handbags to school. Students who bring a pocketbook, purse, and/or handbag to school are subject to search at Valley Day School, and must secure the container for the school day in a designated location.

Headwear

Upon entry into the building, students must remove their hats and coats, and store them in their homerooms. No hats, caps, "hoodies", bandanas, scarves, handkerchiefs, headphones, or nylon/plastic hair coverings may be worn in the school building except for covering worn in observance of religious practices.

Outerwear

Students are not permitted to wear outerwear within the Valley Day School building. Sweatshirts, "hoodies", jackets, and coats are outerwear. Outerwear must be stored appropriately in the homeroom coat rack, rather than worn in the school building during the school day. Each homeroom has a coat rack (or designated storage area) where students can store their outerwear.

Jewelry

Students are not to wear dangling jewelry and/or body piercing ornamentation on campus. Valley Day School personnel will direct students to remove jewelry that dangles, is overly distracting to others, if the item is judged to be a potential safety hazard, or a distraction from the education process. Further, for safety during P.E. classes, students are not permitted to wear jewelry, including watches and/or earrings.

Miscellaneous

On days when students earn the right to “free-dress”, students should not wear midriffs, half-shirts, tank-tops, sleeveless shirts, and/or clothing with explicit tobacco, drug, alcohol, or sexual references. Pajamas, sleepwear, swimwear, and/or tight-fitting spandex are not appropriate school apparel. Students are not permitted to wear sunglasses or dark glasses in the building, unless the glasses are currently prescribed by a physician, and a copy of the prescription, on physician’s letterhead, is filed with the Valley Day School health room staff.

Accommodating Religious Expression

Valley Day School respects religious expression on our campus where that expression does not disrupt the learning process and/or where that expression does not endanger people or property and so long as such expressions do not contribute to disruption by substantially interfering with discipline or with the rights of others. Where a student seeks an exception to the school dress code as a matter of religious expression (e.g., where the student seeks permission to wear a yarmulke, headscarf, mufti, or other headwear as part of religious expression), the student must notify their Valley Day School Case Manager regarding the specifics of their request, and must identify the religious basis for the accommodation they seek. The Valley Day School Case Manager will assist the student and/or the parent/legal guardian in submitting a written request to school administration for the accommodation that is sought. Before granting an exception to the dress code, Valley Day School administration requires receipt of written confirmation from the appropriate religious authority (on its letterhead) - confirming that the accommodation sought is a matter of religious expression, and confirming the specific conditions under which exception must be made in order to accommodate religious expression. In the absence of evidence to substantiate the religious basis for the accommodation sought, exceptions to the school dress code will not be made.

Students being considered for, or actively in the process of, changing their placement to the public school may be permitted to follow the dress code for the public school to which they are assigned. Similarly, students participating in the Valley Day School-sponsored World of Work and/or Cooperative Education program and who are required to report to work in uniform, may be permitted to follow the employer’s dress code. Such accommodation(s) will be documented as an IEP team decision in the student’s IEP.

Infractions

If there is a question regarding the appropriateness of a student’s attire, a Valley Day School Administrator will be the final judge. Instances of inappropriate attire are communicated to parents. Because it is important that all students cooperate with the Valley Day School Dress Code, the following consequences may be applied when students do not dress appropriately:

- The student will be provided the opportunity to change their clothing. If a student breaks the student dress code and refuses the offer of loaned garment(s) to comply with the dress code, Valley Day School will document the circumstances and will notify the parent/guardian and the referring LEA.
- If the violation continues, initial consequences focus on loss of classroom visiting privileges and hallway pass privileges, as well as loss of points in the schoolwide behavior-support program.
- The student's participation in activities may be limited.
- In extreme situations, parent(s)/guardians will be notified that their child is not complying with the Valley Day School Dress Code and parent/ guardian/ caregiver may be asked to bring a compliant change of clothing to school or to come to school to pick up their child. After repeated offenses, Valley Day School will convene a disciplinary meeting with the student, parent/guardian, and representative(s) from the referring LEA.

Driving Vehicles To and/or From School

Students are not permitted to drive vehicles to school, unless such transportation arrangement has been identified as a necessary accommodation in the transition plan of the student's current IEP. Space for student vehicles is not available in the school parking lots. Students who drive to school as part of their transition plan must park their vehicle on the local street adjacent to Valley Day School.

Due Process

At Valley Day School, Due Process policies and procedures are based on the final regulations implementing the most current amendments to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, FERPA, and Pennsylvania School Code. Parental/guardian inquiries regarding imposition of discipline on a student should initially be routed to the student's assigned Valley Day School Case Manager. Similarly, parental/guardian complaints or grievances regarding imposition of discipline on a student should initially be routed to the student's assigned Valley Day School Case Manager.

Dispute Resolution

In the vast majority of instances, parents and school staff are in agreement regarding the provision of special education services to a child or youth. Our goal at Valley Day School is to serve you and your child in the best manner available. We recognize that by working closely together, your child will make greater progress. We also know that conflict and disagreement sometimes occur and are to be expected. What is important, however, is how we work through those difficult situations. When dealt with correctly, conflict and concern can lead to positive and productive change and subsequent growth. As a parent, please feel free to contact your child's Case Manager to discuss your concern(s). We will be happy to talk with you directly and attempt to resolve the situation. Education is a fundamental right, and students who are entitled to FAPE must be afforded all appropriate elements of due process when a change in educational placement is sought.

Electronic Communications and Information Access Policy

Valley Day School supports the use of computers, networks, and the Internet to facilitate learning and teaching. It is the students' responsibility to use the computers, network resources, and Internet according to the direction of their teachers and in compliance with school guidelines. It is the teachers' responsibility to provide clear guidelines, directions, and supervision for the use of the computers, network, and Internet with their students. Students are expected to act in a responsible, ethical, and legal manner in accordance with Valley Day School's Electronic Communications and Information Access Policy and in compliance with federal and state laws. Valley Day School students are responsible for using school computers and communications technology in an ethical, responsible, and legal manner for school-related tasks only. Use of the school computers and communications technology is a privilege, not a right. There are rules and regulations imposed not only by Valley Day School, but by state and federal law which govern appropriate use and define misuse of the computer network. Valley Day School provides students and their parents with a written agreement that identifies required electronic communications and information access conduct. Employees, students, and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established in Valley Day School's Electronic Communications and Information Access Policy.

Every student and parent is required to review and sign the Acceptable Use Policy (AUP) policy prior to students being given access to the network. Students who violate the terms of this agreement are subject to discipline including, but not limited to, suspension of school computer access. Valley Day School is the owner and administrator of its electronic communications and information systems. There is no expectation of privacy extended to students when they use school computers and the school computer network. Valley Day School maintains its right to monitor network use and to discipline students, including referral to law enforcement agencies, for misuse, vandalism, violation of school policies, and/or for conducting illegal activities on our computers and/or on our computer network. Valley Day School will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or any other errors or omissions. Valley Day School will not be responsible for unauthorized financial obligations resulting from use of, or access to, the Valley Day School computer network or the Internet.

It is the policy of Valley Day School to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Additional unacceptable uses of the computer/network include, but are not limited to, the following prohibited activities:

1. Using school computers for non-educational purposes inconsistent with the objectives of the school
2. Attempting to modify, harm, or destroy data of another user or to modify, harm, or destroy computer hardware, software, or configuration

3. Attempting to defeat or bypass virus protection or security software on any school computer or network
4. Accessing, disclosing, or posting confidential student or staff information
5. Cyberbullying - harassing others or infringing upon their rights by sending annoying, profane, offensive, inflammatory, threatening, or libelous messages
6. Violating intellectual property rights by illegal copying, retrieving, or sending copyrighted material, or violating software licensing agreement and copyright laws
7. Using the network to access obscene or pornographic material
8. Loading or use of unauthorized games, programs, or files
9. Participating in any e-commerce activity including selling or purchasing merchandise
10. Attempting to access a proxy server or bypass Internet content filters

System Security

System security is protected through the use of passwords. To protect the integrity of the system, the following guidelines will be followed:

1. Employees and students will not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another person's account.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Valley Day School will use security software to monitor Internet usage.

Access to Inappropriate Material

To the extent practical, at Valley Day School, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information via the Internet or other forms of electronic communications. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors.

Emergency Behavioral Procedures

The Valley Day School Board of Directors and Valley Day School personnel recognize that several challenging behaviors manifest from the disabilities to be served amongst our students. Minimizing challenging and disruptive behaviors is one of the goals of Valley Day School. Inappropriate behaviors are decreased by implementing positive behavior supports, providing students with the skills to make choices and communicate their needs, effective teaching strategies, high staff-to-student ratios, and high rates of student engagement.. Individual behavior plans are incorporated in IEPs as needed. If a situation arises that involves serious violations of the code of student conduct and/or in the professional judgment of Valley Day School personnel places the student and/or others and/or property in immediate risk, Valley Day School personnel will attempt to de-escalate the situation and to minimize the danger and/or disruption. Use of physical contact with a student/s, including restraint, is a last resort per PA Chapter 14. Valley Day School strives to be a "hands off" facility, meaning that it relies on the use of positive methods for teaching students appropriate behaviors for dealing with anxiety and frustration, and Valley Day School personnel make a conscious effort to avoid use of student seclusion and/or student restraint. Consistent with the Sanctuary Model, Valley Day School personnel avoid violence and coercion where possible. However, Valley Day School employees

are trained in nonviolent crisis intervention protocols that provide a systematic approach for the prevention of serious misconduct and guide interventions by school personnel during incidents where, in the professional judgment of school personnel, a student's behavior places the student and/or others in imminent danger.

Valley Day School personnel may use Emergency Safety Physical Interventions (ESPI) as a response to acute or episodic aggressive or self-injurious behavior when a student is acting in a manner as to be a clear and present danger to him or herself or to the community (i.e., to other students, employees, or school property) and only when less restrictive measures and techniques have proven to be ineffective. A student physical intervention will be documented by participating and/or witnessing staff, monitored by the Health Room Aide, and reviewed by Valley Day School Administration, and promptly communicated to the parent/guardian and LEA in compliance with PA education law. Subsequent to a use of ESPI with their child at Valley Day School, parents will be contacted by telephone, supplied with details, and invited to attend an IEP meeting to review the plan in place and its effectiveness for eliminating the need for ESPI's in the future.

Endangering Acts

An endangering act is one which results in physical harm to another person, in the damage, loss, or destruction of property, or poses a threat to the safety of others, or poses a direct threat of damage, loss, or destruction of property. Students are forbidden from committing endangering acts on Valley Day School property (building, campus, or vehicles) as well as forbidden from committing endangering acts during community-based school-sponsored activities. Students who violate this policy are subject to disciplinary action by the school. Where a violation of this policy also violates the law, Valley Day School will notify the appropriate law enforcement authority. This policy forbids actions on Valley Day School property and at Valley Day school-sponsored activities including, but not limited to, the following:

1. Physical or verbal attacks on Valley Day School employees or Valley Day School students
2. Fighting between students
3. Possession of a weapon, or explosive or flammable material
4. Terroristic Threats
5. False Fire Alarms, Bomb Scares, False 911 Calls
6. Theft or extortion
7. Willful destruction or defacing of school property (including graffiti and/or vandalism)
8. Gambling
9. Selling, giving, delivering, transferring, possessing, controlling, or distributing alcoholic beverages, tobacco products, or vaping products on school property or at a school activity
10. The sale, control, distribution, delivery, or transfer of a drug or controlled substance, drug paraphernalia, or imitation/lookalike controlled substance
11. Commission of an act involving the use or threatened use of force which, if committed by an adult, would be a felony or class A misdemeanor.

Field Trips

On special occasions, field trips may be scheduled to supplement and enrich classroom activities. Field trips are an extension of the classroom education opportunities at Valley Day School. Field trips however, are not a right, but a privilege. Students must be approved to attend field trips by staff and parents/guardians. Fees may be charged for participation in field trips. Parents or guardians are notified in advance and asked to sign a Field Trip Release and Consent Form, giving permission for their child to attend the field trip. Valley Day School dress code clothing will be worn for field trips, unless parents are otherwise notified.

Fighting/Aggravated Assault

Under Pennsylvania Law (Act 167), a person is guilty of aggravated assault if he or she attempts to cause, or intentionally or knowingly causes, bodily injury to another student, or to any school employee. To be guilty of this offense, it is not required that actual physical harm occurs. The offense is committed the moment there is an attempt to cause harm. Fighting is not an effective way to resolve conflicts. Students are encouraged to use staff and/or administration to help resolve differences with other students and/or differences with Valley Day School personnel. Depending upon the nature of the altercation, one or more students may be suspended for participating in a fight. A parent, student, and administrator reentry conference may be required before a student can return to school following a fight or assault. Fighting and/or assaults will not be tolerated on Valley Day School campus or at community-based school-sponsored activities.

Fire Drills and Emergency Response Drills

Fire drills and other emergency response drills are conducted routinely at Valley Day School in compliance with PA law. These drills are important and must be treated seriously. All students are to exit the building or report to a designated area with staff in a calm manner. Students are taught to respond quickly and in an orderly fashion. For their safety, students must exit the building during fire drills. They must not re-enter the building until signaled by their teacher to do so. Misuse of the fire alarm system and fire extinguishers are both dangerous and costly and are strictly prohibited. An offense will result in disciplinary action, including loss of privileges, out-of-school suspension, and notification of local authorities. Anyone caught pulling a false alarm as a hoax will be reported to local law enforcement. Setting off a false alarm constitutes a misdemeanor and is punishable by fines and possible jail time.

First Aid and Emergency Treatment

In the event of accidents or sudden illnesses, first aid will be administered and the child's parent or guardian will be notified immediately. In emergency situations, students will be taken to the Emergency Room at the nearest available local hospital and a Valley Day School staff member will go to the hospital as an escort to assist the student in gaining appropriate medical attention. The Valley Day School escort will remain at the hospital during standard Valley Day School working hours until one of the following events occurs:

- 1) the student's family or emergency contact arrives
- 2) the student is released by the hospital and is deemed well enough to return to school
- 3) another assigned Valley Day School personnel relieves the original Valley Day School escort.

If the situation extends past normal school hours, a member of the Administration will supervise the student. If a family member or emergency contact does not arrive within a reasonable time, the appropriate county Children & Youth office will be contacted to overtake supervision. In non-emergency situations when further medical attention is required, appropriate Valley Day School personnel will notify and summon the parent or designated emergency contact, and Valley Day School will ask the student's family or emergency contact to provide the student with transportation and care.

Food Allergies

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting when school staff work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibilities

The parent/guardian must notify the school of the child's allergies upon enrollment or as soon as they become aware of a food allergy and work with the school team to develop a plan that accommodates the student's needs, including a Food Allergy Action Plan. Specific emergency contact information must be provided.

School's Responsibilities

Valley Day School personnel are knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA, and any state laws or district policies that apply. Valley Day School personnel with a need-to-know status, review the health records submitted by parents and physicians. Valley Day School students are not excluded from school activities solely based on their food allergy. Valley Day School administration ensures that all Valley Day School personnel who interact with the student on a regular basis are made aware of and understand the student's food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives. Valley Day School designates school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications (e.g. Epi-pen) to remedy allergic reactions.

Student's Responsibilities

- Students with food allergies should not trade foods with others.
- Students with food allergies should not eat anything with unknown ingredients or known to contain any allergen.
- Students with food allergies should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Students with food allergies should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Free and Appropriate Education (FAPE)

All eligible students (as defined in PA Chapter 14) residing in the Commonwealth of Pennsylvania between the ages of 6 and 21 years are entitled to a free and appropriate

education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 6 and 17 are required by the compulsory attendance law to ensure that their children attend an approved education institution, unless legally excused. A student may not be excluded from school or extracurricular activities because of being married or pregnant.

Freedom of Expression (the right of)

Students have the right to express their personal opinions verbally and in writing, provided such opinions do not interfere with the educational process, provided such expression does not threaten immediate harm to the welfare of the school or community or community member(s), provided such expression does not encourage unlawful activity, and provided such opinion/expression does not interfere with another individual's rights (including the right of expression). Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Libel, obscenity, personal attack, harassment, and advocacy of the violation of existing ordinances, established laws, official school rules, and/or regulations are not considered protected speech and are therefore prohibited. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Gambling

Students are forbidden to play cards and/or games of chance for money at Valley Day School. All gambling materials will be confiscated.

Grading and Report Cards

Grading Systems

Teachers will inform all of their students of the grading and evaluation procedures that are used in their classrooms. This will be accomplished through oral and/or written format. Grading systems incorporate classroom assignments, active participation, tests/quizzes, and homework.

Interim Reports

Interim reports may be used between grading periods to inform parents/guardians of progress by the student in any particular subject. This notice will be issued for students who are failing or in danger of failing a given subject at the midpoint of the grading period. If students are receiving failing grades, they have the opportunity to make up missed work and/or work with the teacher to complete additional or alternate activities to receive passing credit for the course.

Report Cards

Valley Day School uses report cards as one way to communicate to parents and guardians a student's progress towards their IEP goals. Grades in a subject may be lowered for poor attendance. Therefore, for students to achieve success in school, we ask that they attend school daily, work hard to complete their daily assignments, and hand in their homework when it is due. Student report cards are issued four times each year at the conclusion of each 45-day marking period (9 week quarters). In rare cases, it may be determined by the IEP team that a student will receive ONLY quarterly progress notes directly related to IEP goals and not receive letter grades

in specific subject areas; this change would be indicated in the IEP document and reviewed with the parent and LEA. Report cards may be held back if students owe fines.

Graduation

Valley Day School issues transcripts to document each Valley Day School high school student's progress towards earning a high school diploma and/or certificate of high school completion. For details about high school grading and credits, please contact the Valley Day School Education Director or a Valley Day School Guidance Counselor. When a Valley Day School student earns a high school diploma, either via the course credits they have successfully completed or by achieving the goals contained within their IEP, the diploma is issued by the legally responsible LEA (not by Valley Day School). Valley Day School issues a Certificate of High School Completion. In order for seniors to participate in the Valley Day School commencement ceremony, either their mandated scholastic credits to meet graduation requirements must be completed by graduation or the student must have met/completed the goals established in their current IEP. Students who complete their last year of high school at Valley Day School and successfully earn a high school diploma may normally participate in the graduation ceremony conducted by the responsible LEA and/or in the graduation ceremony conducted by Valley Day School.

Possible Impact of Serious Misconduct on Valley Day School Graduation

Valley Day School considers participation in commencement exercises and related activities to be a ceremonial privilege granted to students and not a right to which they are entitled. Therefore, any student who is withdrawn from school and placed on suspension for serious misconduct during the fourth quarter of the senior year may not be allowed to participate in Valley Day School commencement exercises. This consequence applies to exceptional misconduct on school property or at school-sponsored event(s). Students who are not permitted by Valley Day School administration to participate in the Valley Day School commencement exercises may still receive their Certificate of School Completion from Valley Day School (via mail), and may still receive their H.S. Diploma from their LEA - provided the student has satisfied the LEA's graduation criteria and procedures (as confirmed by IEP, transcript, NOREP, etc.).

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by appropriate Valley Day School personnel or unless the student has a hall pass from an authorized staff member.

Harassment Policy

Students deserve to learn in a school environment free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying is prohibited by federal law and will not be tolerated at Valley Day School. "Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibit toward another member of the Valley Day School community (e.g., student, school personnel, school visitor) more than once and the behavior both 1) causes mental, emotional, or physical harm to the other community member; and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other

community member. This includes violence within a dating relationship. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., Internet, cell phone, PDA, or wireless handheld device) that a student has exhibited toward another particular student more than once and the behavior both causes mental, emotional, or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other Valley Day School community member.

- A person is bullied when they are exposed to intentional negative actions on the part of one or more students, and when their ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly over time.
- A person is harassed when they perceive or experience discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and when their ability to participate in or benefit from the school's educational programs or activities is adversely affected.
- A person is intimidated when they are subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and when their ability to participate in or benefit from the school's educational programs or activities is adversely affected.

Harassment, intimidation, or bullying of any kind will NOT be tolerated at Valley Day School. Students must feel confident to report alleged bullying, harassment, or intimidation without fear of harmful consequences. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention will be paid by Valley Day School personnel to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation—either admitted or appropriately inferred. It is the policy of Valley Day School to support fully the laws prohibiting harassment, bullying, intimidation, and discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition, and age, as well as sexual harassment, and to maintain a learning environment which is free of any such discrimination, harassment, intimidation, or bullying.

Any student who is being harassed, intimidated, bullied, or discriminated against by a Valley Day School employee or by another student, or who is aware of harassment or discrimination against another student, should report it immediately to their teacher, para-professional, Valley Day School Case Manager, Valley Day School ISSH staff, or to a Valley Day School administrator. Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the Valley Day School Education Director or designee of the event observed and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the Valley Day School Education Director or designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the Valley Day School Education Director or designee. The Valley Day School Education Director

or designee will investigate alleged incidents of harassment. Verified acts of harassment, intimidation, or bullying shall result in an intervention by Valley Day School administration or designee that is intended to ensure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease. A finding by the investigation that a student has engaged in harassment or discrimination may subject the perpetrator(s) to disciplinary action. In addition, depending on the circumstances, the perpetrator(s) may face police investigation and any applicable criminal or civil penalties imposed by legal authorities.

Sexual Harassment

All students deserve to learn in a school environment free from all forms of discrimination, including ones that pertain to sexual harassment, sexual orientation or preference, and/or any unwelcome sexual advances or comments. Sexual harassment is illegal, and therefore will not be tolerated anywhere in the Valley Day School. The subjecting of another student or Valley Day School employee to sexual advances, sexually oriented comments, or harassment based on sexual orientation is strictly prohibited and will be considered misconduct. Any student who feels they have been a victim of sexual harassment should immediately report the alleged harassment to teacher, para-professional, health services personnel, Valley Day School Case Manager, or to a Valley Day School administrator. Each complaint will be carefully investigated, and findings will be documented in writing. All information obtained will be held in strictest confidence, and will be discussed only on a need-to-know basis. No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint, unless such student knowingly and maliciously falsifies a charge of sexual harassment against another student or employee. Any action taken as a result of the investigation will depend upon the facts of each case. A Manifestation Determination meeting will be held to determine disciplinary sanctions, which may range from a warning through expulsion for students. Disciplinary sanctions for Valley Day School employees are detailed in the Staff Handbook. If students have any questions with regard to this policy, they should contact the Education Director.

Should your child be a victim of sexual harassment, you should do the following:

1. Record the events as described by your child.
2. Immediately contact the Case Manager or Education Director of Valley Day School to describe the nature of your child's complaint, including (a) who did it, (b) when did it happen, (c) what did the person say or do, (d) what was your child's response, (e) did anyone else see or hear the incident, (f) what was the name of the witness, and (g) did anything like this happen before?

The Valley Day School Education Director or designee will speak with you about the procedures that will be followed to conduct an investigation into the incident. The Valley Day School Education Director or designee will also discuss the incident with your child. A support person may be present to create a more comfortable atmosphere. You will be notified of the findings of the investigation and any corrective plan that is developed. Corrective actions may include a conference with the perpetrator of the sexual harassment, more vigilant supervision of the students in question, changing the schedules of the students involved, and other appropriate measures to resolve the situation up to and including a referral to local law enforcement officials.

Health Services and Illness or Injury at School

Valley Day School has a part-time school nurse provided by Pennsbury School District and a full time Health Room Aide to provide a variety of health-related services. The School Nurse will provide health screening as mandated by the PA School Health Code. When needed, these personnel will administer first aid which is defined as immediate and temporary care given in case of accident or sudden illness. Further decisions and actions concerning the accident or illness are the responsibility of the parent/guardian. If your child becomes ill or injured at school, we will make every effort to contact you by telephone. If your child is too ill to remain in school, we will notify you to come to Valley Day School and pick up your child as soon as possible. If we cannot contact an ill student's parent or guardian, we will notify the emergency contact. All students must have an Emergency Care form completed and on file at the school.

Conditions that may lead to a request to have your child picked up and taken home may include, but are not limited to, the following:

1. Fever
2. Infected skin lesions, including pink eye
3. Rashes on skin or scalp
4. Presence of lice or nits
5. Severe sore throat
6. Nausea, vomiting, or diarrhea

In case of serious illness or injury, your child will be medically evaluated at a local hospital. Parents are notified of this situation as soon as possible. We attempt to contact parents to transport their child to the emergency room unless the seriousness of the emergency necessitates transportation by a paramedic. For this reason, a current student registration form which includes an emergency phone number and a signed medical authorization must be on file for all students. Children who contract a communicable disease will be excluded from school during the communicable phase of the illness. They will only be readmitted to school upon the written advice of a family physician/pediatrician. Compliance with this request will help minimize the spread of disease among the Valley Day School community (i.e., students and school personnel). Occasionally, a child returning to school after an illness may exhibit signs that clearly indicate that contagious conditions continue or have recurred, even after a visit to the doctor. In such instances, for the safety of other students and staff, we will contact you and ask that you pick up your child immediately and keep him or her home until the contagious condition has passed.

Mental Health/Crisis Evaluations

If it is recommended that a student needs a crisis evaluation from a psychiatric professional, the student may not return to school until Valley Day School receives documentation indicating that your child is emotionally safe to return to school. The documentation must include a date and summary of visit. Please understand that this is necessary to ensure the well-being of your child and we appreciate your cooperation.

If a student can not be transported by a parent/guardian, Valley Day School will call local ambulance/police to assist in transportation to the local crisis center. Parents/guardians are required to meet their child and school personnel at the crisis center in a timely manner.

Guidelines to Help Determine When to Keep Student Home from School

- Fever (temperature) reaching 100.0 or higher - the student's temperature should be normal for 24 hours (un-medicated) before the student returns to school
- Vomiting **and/or** Diarrhea (more than one abnormally loose stool in 24 hours)
- Skin rash; Untreated, infected patch of skin
- Evidence of lice infestation
- Severe and / or deep coughing – Yellow or green mucous secretions from the nose
- Difficult or rapid breathing
- Conjunctivitis (pinkeye)
- Stiff neck, which causes pain for the child to touch his chin to his chest.
- Flu-like symptoms (sudden onset of chills, fever, headache, body-ache, sore throat and a dry hacky cough)
- Strep throat symptoms (usually sudden onset of fever, headache, difficulty swallowing and occasionally earache, abdominal pain and vomiting)
- Any child who does not feel well enough to participate in class activities but is not exhibiting any other symptoms listed above

COVID-19 Protocol

Valley Day School will adhere to the most current CDC recommendations for schools with regard to Covid-19 prevention, quarantine, and isolation guidelines.

Medical Excuses from Physical Education

A medical provider's written order is required for students to be excused from the required physical education curriculum required by the state. If a child has been excused from participation in physical education, the physician must also provide a note indicating when the child may resume participation. Medical excuses from physical education include the child being excused from participation in physical activities that might occur in addition to physical education class such as recess and Interscholastic sporting events.

Immunizations

A copy of each child's immunization record must be on file prior to the child entering school. The PA School Health Code mandates the schedule of immunizations. Pennsylvania law requires that children must be completely immunized prior to attending school. Upon registering their children, parents should supply a record of the exact dates of shots and booster for DT, Polio, Measles, Mumps, Rubella (German measles), and Hepatitis B, if registered to begin school after August, 1997. Under state law, students who are not properly immunized are not permitted to attend school, and students cannot attend school before the school has received a record of their having received required immunizations. Under revised Department of Health Immunization regulations, students not exempted from immunization for medical or religious reasons and who have not completed the full series of immunizations as required by law may not be admitted to school. However, school administrators may admit students who have received at least one dose of each of the required antigens. Students then have up to eight months to receive the remaining doses while they attend school. If, after eight months, these provisionally-admitted students still have not received all the required doses, then they may not continue to attend school.

Meals/Lunch

Students have the option of purchasing a lunch at school or bringing lunch from home. Students are encouraged to bring breakfast and/or lunch from home to school. Valley Day School homerooms are equipped with a refrigerator. The food and beverages available to students at Valley Day School comply with PA wellness meal standards as well as standards established by the County Department of Public Health. Students are permitted to eat their breakfast and/or lunch only during the scheduled meal period. Students may not eat food during class or break times unless they have the teacher's permission to do so. Only disposable (plastic) utensils are permitted. Students are discouraged from bringing utensils to school; Valley Day School provides plastic utensils in classrooms.

We encourage students to bring healthy beverages to school, such as water or single serving-size drinks such as low fat milk, 100% fruit juice or sparkling water. We strongly discourage students from coming to school with caffeinated drinks such as sodas, Monster drinks or energy drinks, beverages with high sugar content, or drinks larger than 12 ounces. Open containers of beverages are not allowed to come into the building; they must be discarded at entry.

Medication Policy

The school nurse and/or the staff member designated by the school administration may administer medications at school with permission from the child's parents or guardians. To protect the welfare of your child, we ask that you join us in abiding by the following procedure:

1. A medication form signed by a physician for the prescribed medication must be on file. This procedure is required for both prescription and over-the-counter medications.
2. Medications must be in individually labeled prescription vials and stored in a locked cabinet in the Valley Day School health services office.
3. A safe method for transporting the medication to Valley Day School must be determined.
4. The school nurse and/or the administrative designee is responsible for making sure a student has access to their medication at the prescribed times.
5. The school nurse and/or the administrative designee dispense the medications and log the time and date when the medication was administered.
6. The school nurse and/or the administrative designee records the number of pills or tablets the child received and notes any deviation from the procedures (i.e., student refuses to take medication or discards or destroys the medication).

Self Administration

Self-administration of medication is not permitted at Valley Day School. School health services personnel administer all medication, including non-prescription medication. Please feel free to direct any questions you have regarding these procedures to Valley Day School's school nurse or administrative designee.. In the event your child requires acute medical care and admittance to a psychiatric hospital, Valley Day School personnel will work closely with you and with hospital staff to ensure a smooth transition back to school. With your written permission, Valley Day School personnel will share pertinent information with the medical staff to enhance your child's treatment during the hospitalization. Psychiatric hospitalization often includes adjusting your

child's medication(s). Please be sure to inform Valley Day School's student health services personnel of any medication changes when your child returns to school.

Positive Behavior Support

Valley Day School uses a positive and proactive approach to teaching students classroom and school behaviors. An emphasis is placed on teaching students tools to lead a healthy life. For most students, Valley Day School uses a schoolwide behavior support system. Since Valley Day School serves a wide age-range of students, some variations exist in the way in which schoolwide procedures are implemented. For example, procedures may differ for elementary students as compared with high school students. Despite any operational differences, the overall goal remains the same: to teach the social behaviors students require in order to become effective as self-managing individuals.

The schoolwide behavior support program is a three-tiered system comprising building-wide interventions, classroom interventions, and individual behavior plans. Our approach is based on the following beliefs: 1) that our students can learn new, alternative ways for obtaining their goals; and, 2) that staff can teach students how to behave in school. Valley Day School personnel are committed to managing behavior in a positive and helpful manner. Expectations for student conduct are clearly defined and communicated, and consequences for correcting rule-violating behavior are clearly defined and consistently applied. Valley Day School complies with applicable federal and Commonwealth legislation governing Positive Behavior Support for students enrolled at Valley Day School. As part of its commitment to the use of best-practices, Valley Day School uses PBIS (Positive Behavior Information System) principles and procedures. Positive behavior support interventions are documented, recorded, and promptly communicated to the parent/guardian/caregiver (via daily point sheets and/or via telephone contact). Physical restraint of a student and/or emergency seclusion of a student by school employees may be implemented as a last resort under Chapter 14 of PA educational code.

Point Sheets

All students are provided a point sheet upon entry into the program. The point sheet allows Valley Day School personnel to track students' performance throughout the day. Students earn points for their performance throughout the entire day, including less structured activities such as break and lunch. The assumption is that points are earned with all students starting each period with zero points. Students earn points for meeting expectations. Points are administered at the discretion of the teachers. However, Valley Day School instructional personnel strive to make the awarding of points consistent across periods and students. Valley Day School personnel send an individualized Valley Day School Daily Point Sheet home with each Valley Day School student at the end of each school day. This serves as a daily progress note to parents and guardians. The Point Sheet contains a space for staff to write brief notes to parents/guardians as well as a space for them to respond to the school staff. We encourage parents and guardians to use the Point Sheet as a communication tool with school staff. Students who return their Point Sheets to school on the following day with a parent or guardian's signature and comment are awarded with points.

Restroom Privileges

Restrooms are to be used only for the intended purpose. Any other usage (e.g., smoking, loitering, and hiding from staff) will not be tolerated. Students are to utilize the facilities within their classroom or the hallway bathrooms during designated times. If an emergency necessitates the usage of the restroom during class, the student must get staff permission.

Safe to Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves and/or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. Tips can be offered at Safe2SayPA.org throughout the calendar year.

School Calendar

An annual school calendar that shows the days when school is in session is distributed to parents at the beginning of the school year and when they enroll their child. Valley Day School operates on a 180-school day calendar for students. If school is closed due to inclement weather or other emergencies that would result in fewer than 180 days of instruction for students as mandated by state law, additional days will be added to the end of the school year.

School Closures and Delays

Extreme ice, snow, fog, or cold may cause difficulties with transportation to and from school. The Valley Day School Management Team carefully checks the conditions of the roads to determine safe travel. Please watch local news broadcasts for up-to-date information on school closings or delays. When Valley Day School must close and reschedule a school day or must close early or open late because of inclement weather or other conditions, Valley Day School administration uses the One-Call-Now service to notify students, their parents/caregivers, Valley Day School personnel, and transportation personnel. In addition, announcements will be made on a number of television stations (e.g., Channels 3/KYW, 6/WPVI, 10/NBC, and 29/FOX). If the Pennsbury School District closes classes owing to dangerous weather and/or hazardous conditions, Valley Day School will close as well. If Valley Day School is open while your LEA is closed due to severe weather, and if your child therefore does not have transportation to Valley Day School, send a note to that effect when your child returns to Valley Day School classes. In such circumstances, your child’s absence from school will be marked as excused. Late arrivals or early dismissals due to the LEA will similarly be excused.

School Hours

Valley Day School normally opens its doors to welcome students at 8:05 AM on scheduled school days. On full instructional days, Valley Day School begins student dismissal at 2:35 PM. On days identified in our school calendar as shortened for Act 48 activities, Valley Day School will begin student dismissal at 11:45 AM. Students are provided with supervision by Valley Day School personnel while they are on Valley Day School campus or are engaged in Valley Day School-sponsored activities off campus. During school hours, students will be released only into the custody of parents, guardians, persons in parental authority, or other persons designated by

the parents or guardians. In emergency situations, students may be released into the custody of medical personnel or, in the case of law-violating behavior, into the custody of local law enforcement agency personnel.

School Student Accident Insurance

Valley Day School does not offer student accident insurance to cover the incidental injuries a student might experience at school. Parents are advised to use their medical insurance to cover such injuries. Additional insurance can often be purchased from private carriers through the LEA. Contact your LEA for further details.

Search and Seizure

Security Checks with Metal Detector

To ensure a safe learning environment for all, VDS uses metal detectors (walk-through and/or hand-held) to screen students (and visitors) daily when they enter the building to minimize the risk of weapons/contraband on school grounds. All students must comply with the search of their belongings and the use of the metal detector to check the student; students who do not comply will be isolated and detained until they comply with the search. In addition, if a student has threatened to bring a weapon to school or has been reported to have a weapon, the student will be searched. VDS reserves the right to initiate a student search in situations in which there is reasonable suspicion that the student has a weapon or contraband items. In some situations, a trained law enforcement officer may be requested to perform a search. In addition to daily blanket security checks, VDS conducts random security checks. VDS does not notify parents/guardians when such searches are conducted. However, if a security check leads to the discovery that a student possesses contraband, the contraband is confiscated and the parent/guardian is notified. All VDS students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and their possessions are subject to search in school or during a community-based school-sponsored activity by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct.

Physical Search

In all circumstances, searches of persons shall be reasonable in scope, and the following guidelines shall apply: Prior to conducting a search, school personnel shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If a student refuses to consent to search, and if school officials conclude that delay associated with contacting parents or guardians presents an unreasonable delay which may increase the risk of loss of the contraband being sought or unreasonably affect the education process, school officials may proceed to search the student and the student's personal belongings. In all circumstances, the following considerations shall apply:

Any search of a student conducted by a Valley Day School employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or of school rules. A search must be justifiable at inception: Reasonable cause to search is required. Reasonable cause is less than probable cause and more than a mere suspicion. To the extent

possible, reasonable cause should be individualized to the particular student or focus on a relatively small number of students. School officials need not get a search warrant prior to conducting a search based on reasonable suspicion. Staff shall conduct searches in a manner that is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. For example, students should be searched away from other students; when possible, an adult witness of the same gender as the student being searched should be present, and beyond early elementary grades, the staff person conducting the search will be of the same gender as the student being searched. Degree of intrusiveness shall be given thoughtful consideration. For example, if the contraband being sought is a weapon or item potentially injurious to the health, safety, and welfare of members of the learning community, a search can generally be more insensitive than one being conducted for an item which is not potentially dangerous - such as another student's lost or stolen property. A reasonable effort shall be made to notify the parents/guardians of the search process. But when the item being searched for is thought to be a weapon or other item potentially injurious to student, health, safety or welfare (including drugs), the search need not be delayed until parents are notified. As soon as reasonably possible, the student's parents/guardian will be notified if such a search is required and will be advised of the outcome of the search. "Pat down" searches will be conducted only by a person of the same gender as the student being searched, and in a private room - absent an immediate threat of harm to a student or staff. No student shall be subject to a strip search or body cavity search by school employees. School officials may consult with local law enforcement officials regarding the advisability of search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized. Absent an immediate threat of harm to a student or staff member, at least one person of the same gender as the student being searched shall witness but not participate in the search. A parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

Security Cameras and DVRs

To ensure the safety and security of students, staff, and property, and to ensure quality control on our campus, security cameras are installed in the hallways, in Valley Day School classrooms, and on the building perimeter. The school security system uses DVRs (digital video recorders) to record video (not audio) in these areas throughout the instructional day. Current and recently recorded video is stored on the DVR hard drive. Recorded video images of events deemed significant by Valley Day School Board policy and/or by school management team procedures and/or by applicable laws are burned to DVR for archival purposes, then stored in a media safe. Security recordings may be viewed as part of the school's violence prevention plan, substance abuse prevention plan, theft prevention plan, and/or crisis response plan. Security recordings may also be viewed to ensure an accurate understanding of a behavioral incident, to upgrade the effectiveness of individualized student behavior intervention plans, as part of professional development, etc. Where appropriate, Valley Day School personnel will view a recording with a student or with students as a teaching tool. Security recordings are the property of Valley Day School. Security recordings may be viewed by school administration, school disciplinary personnel, members of a student's IEP team, appropriate PDE personnel, law enforcement agents, etc. At the outset of each school year, Valley Day School personnel inform Valley Day School students of the security cameras and DVRs. As a standard matter of orientation for new students, Valley Day School Case Managers and/or homeroom teaching team personnel inform

students who enter Valley Day School during the school year of the presence and use of security cameras and DVRs on Valley Day School campus.

Specials and Related Services

Depending upon their needs as identified in their current IEP, Valley Day School students may access many specials and related services. Specials may include transition training, industrial technologies, art activities, computer instruction, library, health classes, physical education, and/or sewing and embroidery training. Related services may include speech and language therapy, reading specialist services, occupational therapy, individual and group counseling sessions, social skills education, and drug and alcohol awareness programs.

Sports Participation

Valley Day School may offer intramural and/or team sports opportunities to students, such as softball, baseball, or basketball. All students must have a signed permission slip from a parent/guardian to participate on Valley Day School sports teams. All students and their parent/guardian must sign a Code of Conduct Agreement before participating on a Valley Day School sports team, which will detail eligibility requirements and expectations for student conduct at school, practices, home and away games, and transportation to and from games. The Code of Conduct may also detail consequences for violations of the agreement.

Student Classroom Assignment

Several factors are considered when students are grouped and/or assigned to a particular classroom. Factors include age, cognitive ability, severity of behavioral symptoms, social maturity, need for structure, etc. Student movement to a new classroom may occur at any time throughout the school year based on a student's age, progress towards goals, and other factors. When such movement occurs, Valley Day School personnel will work with parents to assist students in a smooth transition.

Student Records

Student records are maintained on all students in accordance with Pennsylvania law. Parents, guardians, and surrogate parents have the right to inspect their child's records. Students who have reached the age of 18 may inspect their own education records. Those wishing to review their child's education record should submit the request in writing to the administrative coordinator of Valley Day School. The Valley Day School administrator will set up an appointment for you to review the records and have an administrator available to help you interpret them. Copies of student records will be provided upon request at a reasonable charge for duplication and mailing.

Student Records Policy

Valley Day School complies with all provisions of the Family Education Rights and Privacy Act (FERPA), a federal statute passed into law in 1974 that provides the basis for dealing with student information. FERPA regulations ensure a minimum standard for the access to, the use of, and the release of information from education records. When a student is no longer actively enrolled at Valley Day School, their records are stored on campus for one school year. Copies of

all required documents are supplied to the LEA, who is responsible under the law for long-term student records retention. Valley Day School then stores the remaining inactive student records off-campus in a secure facility. After two years of off-campus storage, Valley Day School notifies the LEA of its intent to shred and dispose of the remaining materials in the inactive student file that has been stored off campus.

Substance Use/Abuse Policy

Valley Day School will not tolerate the presence of drugs and/or alcohol on campus. Under Pennsylvania law, Valley Day School buildings and grounds are a drug-free school zone. When school personnel suspect the presence, transfer, or sale of drugs or alcohol at Valley Day School and/or at school functions, they will report their concerns to school administration. School administration and designees will investigate the circumstances. School administration reserves the right to contact those local, state, and/or federal officials charged with enforcing state and federal drug laws. STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY ON SCHOOL CONTROLLED OR SCHOOL-OWNED PROPERTY OR EQUIPMENT. Thus, school officials may conduct a search without violating the fourth amendment in order to control and supervise student conduct and maintain a proper educational environment.

Drugs and Alcohol/Substance Abuse

The use, and/or possession, and/or sale, and/or distribution of alcohol and other drugs (including look-alike drugs and prescription drugs which were prescribed for another) and/or drug paraphernalia on school property (e.g., school building, school campus, school vehicles) or within the school authority (e.g., community-based school-sponsored activities) is in violation of Valley Day School policies and is a violation of the law. School grounds are, by law, a drug-free area. Violations of this policy will result in disciplinary action. Disciplinary action for such violation includes, but is not limited to, such responses as notification of parent/guardian, notification of the LEA, out of school suspension, and the notification of appropriate law enforcement agencies. Sale or distribution on school property or within school authority may be cause for interim alternate educational placement (IAEP) and/or disenrollment.

If school administration:

- 1) becomes aware of sale/distribution on campus of drugs, alcohol, and/or controlled substances and/or
- 2) becomes aware of solicitation by a student or students with intent to sell or distribute drugs, alcohol, and/or controlled substance(s),

administration is obligated to contact authorities and to cooperate with them in bringing to justice the person or persons involved. Being under the influence of any drugs or alcohol as well as the possession, use, transfer, control of alcohol, drugs, drug paraphernalia, look-alike drugs, or drugs prescribed for another is prohibited in any school context including, but not limited to, the school grounds, the school program, on school transportation, at a school-sponsored activity (including activities that occur away from Valley Day School). This policy applies to transportation services to and from Valley Day School. If a student is suspected of being under the influence of a controlled substance while in our care and on our campus, Valley Day School will notify and consult with that student's parent. With parental authorization, trained Valley Day School medical services staff will do an informal assessment of the student's vitals. Any student found in violation of this policy will be subject to disciplinary action including, but not limited to, out of school suspension, and will be subject to the additional disciplinary actions

described in this policy. In addition, Valley Day School personnel may refer the student to the attention of the Valley Day School student assistance program (SAP).

The school's response to student drug possession on campus (or at a school-sponsored function) will take one or more of the following forms:

- 1) referral to counseling and/or psychiatric/mental health services
- 2) internal disciplinary action
- 3) referral to law enforcement officials

The school's response to student drug use on campus (or at a school-sponsored function) will take one or more of the aforementioned forms and may also prompt Valley Day School administration or the LEA to consider alternate placements for the student.

The school's response to student drug distribution and/or solicitation with intent to sell drugs and/or sale of drugs on campus (or at a school-sponsored function) will take one or more of the aforementioned forms and may prompt Valley Day School administration to notify the LEA to immediately provide the student with an interim alternate educational placement. Students who violate Pennsylvania's laws (e.g., the Controlled Substances, Drugs, Device, and Cosmetic Act of 1972) or federal laws are also subject to prosecution in the local, state, and federal courts. If the school becomes aware of the distribution on campus of illegal drugs, the school is obligated to contact authorities and to cooperate with them in bringing to justice the person or persons involved. The school will not serve as a haven for illegal activities of any sort. As citizens of the United States and as citizens of the Commonwealth of Pennsylvania, Valley Day School students are legally responsible for their acts.

Smoking, Vaping, Tobacco Products, and Related Items

Students are forbidden to smoke, vape, and/or to use tobacco products in school buildings or on school grounds, per state law. Act 145 makes it unlawful to possess or use tobacco or tobacco products on school property (building, campus, vehicles, etc.). Students who violate Pennsylvania or federal laws are also subject to prosecution in the local, state, and federal courts. Valley Day School intends to provide all employees and students with an environment that is free of the hazards of tobacco products. Student possession and use of tobacco products and related items, such as lighters and matches, is prohibited on Valley Day School property. In addition, student possession of tobacco products and related items is prohibited at all Valley Day School-sponsored functions (including school functions before and/or after standard school hours, and school functions that are community-based). Under Pennsylvania law, it is unlawful for any pupil to use tobacco in school buildings, school vehicles, and on school property. Tobacco use includes smoking, vaping, and the use of smokeless tobacco in any form. Students possessing or using tobacco products and related items on Valley Day School property will be directed to turn these materials over to school officials, and their parents will be notified. Possession and use of tobacco products and related items on school property will result in disciplinary action up to and including suspension from school. In addition, school officials will notify appropriate law enforcement agencies as prescribed by law. If the school becomes aware of the distribution on campus of drugs, alcohol, or tobacco products, it is obligated to contact authorities and to cooperate with them in bringing to justice the person or persons involved. The school will not serve as a haven for illegal activities.

Searches

If there is reason to suspect that a student may have drugs or other evidence on or about their person, they shall be directed by Valley Day School personnel to produce the same and, if necessary, to empty their pockets, the contents of any bag or purse, and the like. If necessary, the student may be isolated to conduct the search, and the police may be called in to assist in the search.

Presence of Material Evidence

Valley Day School campus is a drug-free school zone. If suspected illegal drugs are found on campus by school personnel, the matter, as required by law, must be reported to the local police department. If any substance believed to be drugs or alcohol is discovered, an inventory of the same will be made and school administration will be notified. School administration will arrange for law enforcement authorities to be informed of the discovery and will arrange for a police officer to take possession of the illegal drug(s) or substance(s). If evidence of a violation of law is found, the parent/guardian will be notified, the evidence may be seized and impounded, disciplinary action may be taken, and school officials will notify the LEA and appropriate law enforcement agencies as prescribed by law.

Teacher-Parent-Student Contacts

Valley Day School welcomes open communication between teachers and parents/guardians. Your first line of communication is the Valley Day School Case Manager. If the Case Manager is not available, please leave a voice message and they will get back to you promptly. Please do not call staff at their homes.

Telecommunications Parent Notifications

Use of Electronic Images During School-Sponsored Activities

Valley Day School shall permit photographs, videos, and/or sound recording of students taken during school-sponsored activities and/or learning experiences to appear in, but not be limited to, the large monitor centrally located in the school hallway, classroom display cases, school hallways, school publications, the school website, school video productions, and commercial news broadcast media.

Publication of Students' Intellectual Property

Valley Day School shall publish students' intellectual property created during school-sponsored activities and/or learning experiences to appear in, but not be limited to, the large monitor centrally located in the school hallway, classroom display cases, school hallways, school publications, the school website, school video productions, and commercial news broadcast media.

News Photography

Valley Day School Students may be photographed, videotaped, and/or audiotaped while participating in school-sponsored activities and/or learning experiences when such activities are of interest to the news media. School personnel will monitor all media activities in Valley Day School. School administrative staff will deny access to news media if their presence is deemed

disruptive to the school day, or to students, or to the educational process, or if photographing, videotaping, and/or audiotaping students is not appropriate, given the nature of a particular news story.

Opting Out

If a parent/guardian does not want their child to participate in the use of telecommunications; does not want their child photographed, videotaped, and/or audiotaped during school-sponsored activities and/or learning experiences; or does not want their child's intellectual property published, produced, and/or displayed, they must opt out.

If a parent/guardian chooses to opt out, it means he/she does not want the student to use telecommunications and/or to have the student's intellectual property published, produced, and/or displayed anywhere. Parents must submit their opt out requests in writing or complete an opt out form for telecommunications and intellectual property and send their request to Valley Day School's Executive Director by October 1 of the given school year or by 30 days of the student's enrollment in the school. Parents who do not opt out in writing are giving permission for their child to use telecommunications and are giving Valley Day School permission to publish, produce, and/or display their child's intellectual property.

Telephone Usage

Office and classroom telephones are for business use and may not be used by students except for identified emergencies or as identified with staff and families as part of a therapeutic intervention. The design of our telephone system does not offer Valley Day School the capacity to transfer telephone calls to classrooms. If there is a family emergency, parents can request to speak to a Valley Day School Case Manager or to a Valley Day School administrator. All student phone use during the school day is supervised by Valley Day School personnel. Messages and deliveries should be directed to the office. Students will be called from class to receive telephone messages from family/caregivers only in an emergency.

Cell Phone Guidelines

Student use of cellphones on campus during school hours is prohibited. In order to maintain the safety and confidentiality of all staff and students, Valley Day School does not permit students to use cellphones on school property. If a student brings a cellphone to school, it is expected that it be turned over to staff upon entry to school. It will be secured in the school office, then returned to the student at dismissal. A student will not be able to earn points or privileges if they refuse to turn the phone over to the designated Valley Day School personnel. If a student refuses to turn the phone over to designated Valley Day School personnel and/or if the student is using the phone within the school (including taking pictures with the phone), the student will be escorted to an area away from other students until such time as they agree to turn over the phone. Parents/ guardians/ caregivers may be contacted to pick their child up in this circumstance.

Transitional Opportunities and Supported Employment

Valley Day School operates a Transition to Adult Life Program funded by the Pennsylvania Department of Education. This program enables Valley Day School students (age 14 and older)

to receive vocational training through vocational training placements (on campus or community-based), placement in vocational technical schools, introduction to supported employment opportunities, introduction to post-secondary training options, etc. For more information about this program, contact your child's homeroom teacher, Valley Day School Case Manager, Valley Day School Transition Program Coordinator, or the Valley Day School Education Director.

Transportation/Bus Rules

Difficulties or problems with your child's transportation should be reported directly to the resident school (LEA) transportation department. A listing of transportation contacts can be found on the LEA's school website.

General Information

Transportation to and from Valley Day School is arranged and provided by the LEA (i.e., resident school district or charter school) legally responsible for providing the student with FAPE. Students are not normally allowed to walk, use public transportation, ride on another district's bus, or drive to school. Students, while on the school bus or van, are under the jurisdiction of the driver and any other adult designated by the LEA to supervise students riding the vehicle. Parents and students must understand that the bus driver is in full charge of the discipline of students/passengers and operation of the bus. Students should obey the driver carefully and promptly. If a student persists in violating any of the bus rules, it is the driver's duty to notify the LEA and Valley Day School administration. Appropriate disciplinary action will be taken for misconduct on the bus/van/taxi. Please contact your LEA's transportation department or the transportation carrier if you have questions regarding transportation. Difficulties or problems with your child's transportation should be reported directly to the LEA's transportation department.

It is the parent's responsibility to notify the bus driver or bus company if your child:

- 1) is not coming to school;
- 2) is returning to school after a period of absence; and/or
- 3) has been transported by you in the morning and will need transportation home.

Although transportation is an LEA service, Valley Day School personnel are concerned about student safety coming to and from school as well as at school. Valley Day School personnel also take a role in attempting to resolve any major transportation problems regarding safety and discipline, and we encourage your assistance with these problems. In the event that your child is too unsafe to be transported by the van/bus provided by the LEA, it is YOUR responsibility to pick your child up within a reasonable time period.

Valley Day School instructs students to meet the following expectations while they are being transported to and from school:

- Be prompt and on time
- Enter and exit the bus in a safe and orderly manner
- Respect property
- Wear a seatbelt (if available) throughout the journey
- Use your quiet voice and polite language while you are aboard the vehicle

- Refrain from horseplay while you are aboard the vehicle
- Keep your hands and your feet to your personal space; Don't invade the personal space of others
- Keep your body parts and your possessions inside the vehicle; Don't put things out the vehicle windows
- Sit in your assigned seat
- Follow the driver and the aide's directions

General Bussing Information

If your transportation does not arrive after waiting for 15 minutes, you should call your LEA's transportation department. Please refrain from contacting the driver directly. Additionally, many school districts suggest that students should report to their designated bus stop 5 minutes early to assist in bus routes running on time.

When contacting transportation, you should give your child's name, the school's name, bus number, as well as the pick up and drop off time, and bus stop location.

Sometimes your child may have different drivers for the A.M. and P.M. routes.

Oftentimes, LEA's do not call when a bus is running late. Since school districts operate many buses and vehicles, it is very challenging to contact parents when the bus is running late. However, most districts have radio contact with their buses and school vehicles and they can determine expected time of arrival. Some of the situations that could cause a late bus include traffic, road closures, weather, vehicle breakdowns, student issues, or problems on a prior route.

You will be notified of your child's bussing schedule at the beginning of the school year. Typically, about a week before school starts, school districts will send home a letter with schedule information to their families. Please note that bus schedules and schedule changes may also occur during the school year. Most districts will send letters to families or call ahead of time if the change is greater than five minutes. For questions specific to your school district, please call the transportation department of your local district.

Safety is the key word! When transported to and from school, parents and students should be aware that the driver is in charge. All students are required to board the vehicle appropriately, remain seated, wear seatbelts when available, refrain from putting head, hands, or feet out the windows, treat other students and the driver respectfully, and keep the bus clean. Students may not cross bus traffic unless escorted. Any incidents of fighting, smoking, property destruction, and/or use of profanity reported by the drivers is documented and communicated to the parent or guardian and the resident school district. Severe or repeated infractions may result in suspension, bus suspension, or other disciplinary actions, including referrals to local law enforcement agencies.

Suspension from the bus is the responsibility of the LEA in conjunction with Valley Day School. If a suspension should occur, parents are encouraged to provide alternative transportation so that the student may attend school.

If you are picking your child up from school, it is best to inform both Valley Day School and the child's transportation department when your child is absent or you are making other arrangements for the child's transportation to and from school. When calling Valley Day School, call the main office at 215-295-1155. Students are not able to ride on a friend's bus. If your child wishes to visit another child's home, parents are encouraged to pick up both students from the school. Valley Day School will need to have signed, written permission from both parents.

School Bus Suspension and/or Alternate Scheduled Transport

Students, while on the school bus or van, are under the jurisdiction of the driver and any other adult designated by the LEA to supervise students riding the vehicle. Parents and students must understand that the bus driver is in full charge of the discipline of students/passengers and operation of the bus. Students should obey the driver promptly. If a student persists in violating any of the bus rules, it is the driver's duty to notify the LEA and Valley Day School administration. Appropriate disciplinary action will be taken for misconduct on the bus/van. Suspension from the bus is the responsibility of the LEA in conjunction with Valley Day School. If a suspension should occur, parents are encouraged to provide alternative transportation so that the child may attend school.

Vandalism

At Valley Day School, vandalism is identified as an endangering and destructive act, and as such is prohibited. Vandalism is the willful destroying or damaging of property belonging to another. Students who commit an act of vandalism are subject to disciplinary action including, but not limited to, suspension and must make arrangements to pay for damages.

If no agreeable arrangements to pay for the damages are made, the school will take legal action. In such instances, where vandalism exceeds \$50.00 for replacement or repair, a school administrator may notify the police. If a student commits an act of school vandalism that, in the school administration's opinion, also endangers the welfare or safety of other students and/or the greater community, the Education Director may request a due process hearing for the purposes of seeking a change in placement, including the possibility of expulsion from Valley Day School.

Visitors

Visitors are welcome at Valley Day School. All visitors are encouraged to schedule an appointment prior to visiting the school as a means of minimizing disruptions to the educational program. Upon entering the front doors, visitors are required to immediately report to the receptionist's window and tell the receptionist the purpose of the visit. All visitors must be accompanied by staff while on the premises. Visitors who arrive at the school without a scheduled appointment will be asked to remain outside of the building until the appropriate staff member can be located. If the person does not properly identify themselves, or their purpose, the person will be considered to be trespassing and the appropriate legal action will be taken. Any person whose actions or language threatens the health, safety or welfare of students or staff will be barred from visiting the school or attending school-sponsored events. Visitors with authorized business within the building must sign in and obtain a visitor's badge. All visitors

granted entry past the security doors must sign in and out for each visit to the school. All visitors must check in with office staff prior to entering any other area of the school. The receptionist will summon appropriate Valley Day School personnel to escort visitors to their destination(s) within the school building. To avoid the presence of drugs or weapons in this school, before entering the building, visitors may undergo security screening.

Student Visitors

Valley Day School does not allow K-12 students from other schools to visit and attend classes at Valley Day School, except through the admissions process. Students who are suspended or expelled from Valley Day School are not permitted to visit Valley Day School without first securing permission from a Valley Day School administrator. Once a student has withdrawn from Valley Day School, visits are discouraged for at least one year from departure unless otherwise specified in a treatment plan. If former students do plan to visit, guidelines from Valley Day School administrative procedures must be followed including: student must be 18 or accompanied by a parent/guardian; visits should be no more than one hour once per year; visits should occur on in-service days or after school hours when enrolled students have been dismissed. To avoid disrupting the educational process, former Valley Day School students who wish to see their past teachers and/or school personnel must telephone the school in advance and seek an appointment to visit after normal student dismissal time. Valley Day School personnel will see and speak to former students who have such appointments at the school's front security doors.

Parent Visitors

Valley Day School is excited to have parents, guardians, and caregivers involved in their child's education. A coordinated effort with parents helps all students with their educational programming and development. Our students' parents are the true guardians of this school and the strongest advocates for our students. Together, we can accomplish tremendous things. In the interest of serving all the students and recognizing the sensitivity of our students to changes in their environment, parents/guardians/caregivers may be asked to do observations via our surveillance system monitor while accompanied by appropriate administrative, clinical, and/or behavioral personnel.

Former Valley Day School Employees

Valley Day School is both a business organization and a social community. As a social community, we maintain close social ties and relationships with many former employees, and many former employees want to visit the school to say hello to students or colleagues. As a business organization, we remind former employees that they too must schedule an appointment prior to visiting the school. To avoid disrupting the educational process and rituals, former Valley Day School employees will be asked to schedule their visit to our building after normal student dismissal time or on a day and at a time when classes are not scheduled on campus for Valley Day School students.

Trespassers

Any person on campus and/or in the school building without written administrative permission will be considered a trespasser. In the event of disruptive behavior on school property by such individuals or groups, the procedure will be as follows:

- The individuals or groups will be asked to leave the premises immediately.
- If they refuse, legal authorities will be summoned, and the trespassers will be arrested for trespassing on school grounds.

Weapons and Suspected Illegal Substances

Weapons are forbidden/prohibited on school property (building, campus, vehicles) and at all community-based, school-sponsored activities. As used in this policy, the word “weapon” includes among other things: firearms, knives, smoke bombs, metal knuckles, razor blades, mace, pepper spray, ammunition, explosives, noxious, irritating or poisonous gasses, poisons, or anything fashioned or used with the intent to do harm. The word “weapon” also includes any tool, instrument, or object capable of inflicting bodily injury which is (1) used in a manner calculated or likely to produce bodily injury; or (2) possessed under circumstances which are not clearly appropriate to the lawful uses which it may otherwise have. Possession of a weapon, threat to use a weapon, and/or use of a weapon on school grounds or during a school-sponsored event off school grounds is a serious violation of the Valley Day School Code of Student Conduct. Possession of a weapon, threat to use a weapon at school or against a member of the school community, and/or use of a weapon is prohibited in any school context including, but not limited to, the school grounds, the school program, on school transportation, at a school-sponsored activity (including activities that occur away from Valley Day School). This policy applies to transportation services to and from Valley Day School. Any student found in violation of this policy will be subject to disciplinary action including, but not limited to, out of school suspension, IAEP, expulsion, and/or criminal charges. A weapon on school property is a crime. A weapon found on school property is evidence. Students may not bring, hold, or conceal weapons or illegal substances on Valley Day School property. Any such individual is subject to search by school staff and where warranted, by the police upon reasonable suspicion. Prohibited items will be confiscated as evidence and the violator will be subject to school discipline. In addition, school officials will notify appropriate law enforcement agencies as prescribed by law. Where appropriate, students will be subject to criminal prosecution.

Possession

Valley Day School employees cannot authorize students to bring a weapon to school (e.g., for show-and-tell, a special report or project, or for other purposes). If a student is found in possession of a weapon on school property or during a community-based and school-sponsored activity:

- they will be segregated from others
- the student will be directed to turn their weapon(s) over to school officials
- the weapon will be confiscated
- parents and LEA will be notified
- suspension procedures may be instituted, and
- the police will be notified.

A Valley Day School administrator (or their designee) may request a Due Process Hearing for the purpose of seeking a change in placement, contingent on applicable legislation (e.g., IDEA, Safe Schools, and Violence Prevention).

Threat

If a student threatens to use any weapon(s) on school property or during a community-based and school-sponsored activity:

- they will be segregated from others
- the student will be directed to turn their weapon(s) over to school officials
- any weapon(s) found will be confiscated
- parents and LEA will be notified
- suspension procedures may be instituted, and
- the police will be notified.

A Valley Day School administrator (or their designee) may request a Due Process Hearing for the purpose of seeking a change in placement, including the possibility of expulsion from Valley Day School, contingent on applicable legislation (e.g., IDEA, Safe Schools, and Violence Prevention). The person threatened and/or the police may file charges against the person who made the threat.

Use

If a student uses any weapon(s) on school property or during a community-based and school-sponsored activity:

- they will be segregated from others
- the student will be directed to turn their weapon(s) over to school officials
- any weapon(s) found will be confiscated
- parents and LEA will be notified
- the perpetrator will be suspended from school, and
- the police will be notified and summoned.

A Valley Day School administrator will request a Due Process Hearing with the LEA and parent/guardian. Valley Day School will notify the legally responsible LEA and the parent/guardian if the student must be provided with a change in educational placement - including the possibility of expulsion from Valley Day School, contingent on applicable legislation (e.g., IDEA, Safe Schools, and Violence Prevention). The school will file charges with the police against the student(s) who used the weapon, and where appropriate, the student(s) will be subject to criminal prosecution.