Liberty Valley Intermediate School

DANVILLE AREA SCHOOL DISTRICT

Phone # (570) 271-3268
733 Ironmen Lane
Danville, PA 17821

LIBERTY VALLEY INTERMEDIATE SCHOOL

327 Liberty Valley Road
Danville, PA 17821

EXTENSIONS

Main Office – 3400
Attendance Call-In Line – 3575
Guidance Office – 3450
Mental Health Specialist – 3541
Fax # (866) 428 - 5112

MISSION STATEMENT

In partnership with families and the community, DASD empowers students in a safe environment through relevant and engaging educational experiences that support academics, creativity, and character development.

SCHOOL COLORS

Orange and Purple

MASCOT

The Ironmen

Liberty Valley Intermediate School Principal

David Snover
Principal
dsnover@danvillesd.org

Office Administrative Assistants

Amy Wieand
awieand@danvillesd.org

Jessica Reichart
jreichart@danvillesd.org

District Webpage

https://www.danville.k12.pa.us

Dear Liberty Valley Families,

Welcome to the 2026-27 School Year! On behalf of the Liberty Valley Faculty and Staff, I would like to welcome you and your student as a member of our school team.

In partnership with families and the community, DASD empowers students in a safe environment through relevant and engaging educational experiences that support academics, creativity, and character development.

The information presented throughout this handbook is intended to assist in making you and your child's school experience a truly pleasant and meaningful experience.We are committed to high quality communication between home and school and invite you to stay connected and involved with us as we work together to ensure success for all of our students.

Our ultimate goal for Liberty Valley students is that they are in a safe, respectful environment where everyone has the opportunity to learn. For this to occur, the students of Liberty Valley must manage personal responsibility and display age-appropriate maturity and respect at all times. We encourage all our students to engage in critical thinking, conduct appropriate communication, take responsibility for their actions, be thoughtful in their decision-making, and grow into productive and kind individuals.

Please pay careful attention to what is in your handbook, discuss it with your parents and classmates; and if you have any questions, we encourage you to talk to us. Together, we can make the 2026-2027 school year successful. If you have any questions or concerns, we ask that you please contact us at the Liberty Valley School Office.

Sincerely,

David Snover, Liberty Valley Intermediate School Principal

TABLE OF CONTENTS

Non-Discrimination Practices……..5
Danville School Board……..5
Danville Administrative Staff……6
Liberty Valley Staff…….……6-8
School Calendar……9
Attendance……10-13
Academics……..……..…14
Promotion/Acceleration/Retention……..…..…14
Grading Scale…….…14
Homework……..……..……15
Music & Concert Band……...……15
Guidance Services……...…...15
School Police Officer……..…....15
Cumulative Records……16
Teacher Requests……16
Building Procedures……....16
Transportation……..……...16-18
Home & School Communication…….…18-20
School Visitation……..…….……20
Parent Volunteers…….....21
Field Trips…….…21
Birthdays…….……..21
School Property…….……21
Lost or Damaged School Materials……21
Personal Belongings…….……22
Student Fundraising……..22
Electronic Devices……...…22
Network Acceptable Use Policy…….…….22

Lunch & Breakfast Program……..……..…..22-23
Health Services…….…..23-27
Student Code of Conduct……..27-28
School-Wide Positive Behavior Intervention & Support (PBIS)….…28-30
Recess Procedures…….….30
Disciplinary Procedures……..…...31-36
Dress and Grooming…….…….36-37
Head Coverings……..……..37
Student Behavioral Expectations……..…….37
Behavioral Infractions……..…..38-40
Family Educational Rights and Privacy Act ……...40-41
Homeless and Unaccompanied Youth ……..…..41-43
Special Education Services……..……...43

The district reserves the right to adjust any and all components of the handbook as needed throughout the school year.

Announcement Regarding Non-Discrimination Practices and Policies Title IX, 504, and Title VI

The Danville Area School District programs are open and available to all students. The district does not discriminate or prohibit students from participation because of race, color, national origin, religion, gender, sexual orientation, handicap, or political affiliations.
The school district's hiring practices are also non-discriminatory. The school district is an equal opportunity employer. In all activities related to employee recruitment and screening, hiring, promotion, demotion, transfer, and furlough the non-discrimination policy stated above extends to include age and veteran status.
Publication of this announcement is in accordance with state and federal laws including Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitative Act of 1973 and Title VI of the Civil Rights Act.

Danville Area School District Board of Education

Mr. Derl Reichard Jr. – *President*
Mr. Tyler Garman – *Vice President*
Mr. David Ackley
Mr. Ethan Benjamin
Dr. Sandy Green
Mr. Adam Gregg
Mr. Kerry Hoffman
Mrs. Alyssa Patterson
Mr. Derl Reichard Sr.

Ms. Terri Faust, Board Secretary

Danville Area School District Administration

Superintendent
Dr. Molly Nied mnied@danvillesd.org ext. 1010

Assistant Superintendent
Dr. Heaven Reinard hreinard@danvillesd.org ext. 1034

Business Manager
Mr. Lance Mabus lmabus@danvillesd.org ext. 1000

Director of Information Technology
Mr. Jeff Ryan jryan@danvillesd.org ext. 3722

Director of Buildings & Grounds
Mr. Tim George tgeorge@danvillesd.org ext. 1061

Liberty Valley Administration

Principal
Dr. David Snover dsnover@danvillesd.org ext. 3401

Elementary Principal of Intervention and Special Education
Ms. Alyssa Wenrich awenrich@danvillesd.org ext. 3644

Liberty Valley Special Services

Liberty Valley School Secretaries

Wieand, Amy	Building Secretary	awieand@danvillesd.org
Reichart, Jessica	Attendance Secretary	jreichart@danvillesd.org

School Nurse

Hosterman, Ruth	Health Tech Aid	rhosterman@danvillesd.org
Abbie Blasick	School Nurse	ablasick@danvillesd.org

School Psychologist

Crissman, Kelly Ann	School Psychologist	kcrissman@danvillesd.org

School Security Officer

Densberger, Bruce	Security Officer	bdensberger@danvillesd.org

Liberty Valley Intermediate School Faculty

Grade 3 Teachers

Baum, Mary Jo	mbaum@danvillesd.org
Hand, Hope	hhand@danvillesd.org
Kline, Sue	skline@danvillesd.org
Lowe, Andrea	alowe@@danvillesd.org
Mumper, Sarah	smumper@danvillesd.org
Rourke, Shayna	srourke@danvillesd.org
Weinhoffer, Lauren	lweinhoffer@danvillesd.org
Williams, Katie	kwilliams@danvillesd.org

Grade 4 Teachers

Baney, Andrea	abaney@danvillesd.org
Bower, Stephanie	sbower@danvillesd.org
Dauber, Chris	cdauber@danvillesd.org
Folk, Shelby	sfolk@danvillesd.org
Koons, Christine	ckoons@danvillesd.org
McCarthy, Lisa	lmccarthy@danvillesd.org
Renno, Chloe	crenno@danvillesd.org
Sweet, McKenzie	msweet@danvillesd.org
Truax, Elise	etruax@danvillesd.org

Grade 5 Teachers

Adams, Amy	adams@danvillesd.org
Barnes, Renee	rbarnes@danvillesd.org
Bronowicz, Danielle	dbronowicz@danvillesd.org
Coombe, Lori	lcoombe@danvillesd.org
Fausey, Kim	kfausey@danvillesd.org
Hummel, Ethan	ehummel@danvillesd.org
Mull, Shavaun	smull@danvillesd.org
Yost, Ann Marie	ayost@danvillesd.org

Liberty Valley Intermediate School Faculty Continued

Reading Specialists

Turner, Amber	aturner@danvillesd.org
Woodward, Sarah	swoodward@danvillesd.org
Rush, Angela	arush@danvillesd.org

Special Education Teachers

Esenwein, Jacob	Emotional Support	jesenwein@danvillesd.org
Zeares, Lisa	Speech Therapist	lzeares@danvillesd.org
Thew, Lauren	Autistic Support	lthew@danvillesd.org
Clayton, Allison	Life Skills Support	aclayton@danvillesd.org

Specialist Teachers

Breach, Todd	Physical Education	tbreach@danvillesd.org
Hiravi, Jordan	Music	jhiravi@danvillesd.org
Bartholomew, Tina	Spanish	tbartholomew@danvillesd.org
Heistand, Megan	Art	mheistand@danvillesd.org
Latorre, Amber	Technology	alatorre@danvillesd.org

Ironmen Cyber Academy, Gifted, and Interventions Teacher

Adams, Jess	Gifted & Cyber	jadams@danvillesd.org

Liberty Valley Guidance and Intervention Specialist

Walters, Jessica	Mental Health	jwalters@danvillesd.org
Legg, Roger	Guidance Counselor	rlegg@danvillesd.org

2026-2027 CALENDAR DATES

LIBERTY VALLEY OPEN HOUSE

August 17th, 2026 - 3:00pm-6:30pm

1ST STUDENT DAY

August 20th, 2026

MARKING PERIOD ENDS*

MP1	October 26th 2026
MP2	January 14th 2027
MP3	March 25th 2027
MP4	May 28th 2027

PARENT AND TEACHER CONFERENCES

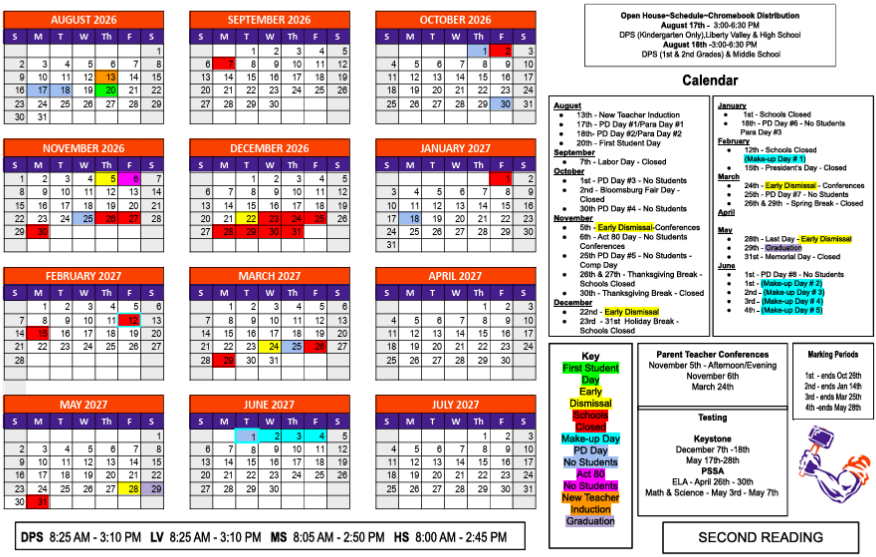
November 5th (Afternoon/Evening.)
November 6th (Daytime Only)
March 24th (Afternoon Only)

PSSA TESTING

ELA April 26 - 30, 2027
Math and Science May 3 - 7, 2027

DANVILLE AREA SCHOOL DISTRICT 2026-2027

Forging strong connections that nurture the whole student and empower them to reach their full potential.



ATTENDANCE

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

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

- Child's Name
- Reason for Absence
- Date(s) of Absence
- Parent/Guardian Signature

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

If it is known that the reason for the absence required isolation from other children, a clearance from a physician will be required. The mere fact that a parent has sent a written excuse to the teacher does not necessarily mean the absence is "lawful" and

“excused.” Such reasons for absence as “visiting," “missed the bus," “had to baby-sit," or “overslept” are not legitimate excuses and will be recorded as unlawful absences.

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

RELEASING A STUDENT FROM SCHOOL

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

RECORDING OF ABSENCES

Tardy	Student arrives to school after 8:25 am but before 10:00am
Half day AM	An absence from school for up to 2 hours before 12 PM
Mid-day	A middle of the day absence up to 2 hours
Half day PM	Leaving school after 10:00am
Early Dismissal	Leaving school under 2 hours prior to dismissal time

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

PROCEDURES FOR ABSENCES: BOARD POLICY #204

1. Parents/Guardians should contact the school before 8:30 a.m. each time a student is absent by calling (570) 271-3268 ext. 3575 and leaving a message.

Call-ins do not excuse an absence; they are a courtesy. If the school does not receive a phone call by 10:00 a.m., the automated attendance line will send a message to inform the parent/guardian of the absence.

2. First offense – three unlawful absences: A letter will be sent home indicating the three unlawful absences.
3. Second offense – five unlawful absences: A letter will be sent home indicating the five unlawful absences.
4. Third offense – ten unlawful absences: On the tenth unlawful absence, the building secretary will send a letter to the family. A Student Attendance Improvement Plan (SAIP) meeting will be scheduled by the school principal once ten unlawful absences have been accumulated.
5. The building principal may file truancy charges with the district magistrate. Children and Youth services may be notified, as well, for unlawful absences in excess of ten.
6. Each subsequent unlawful absence after will be filed with the court.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

The first day following an absence, the student must provide the office with a note from a parent, guardian or doctor. ***A written excuse must be submitted to the office within five (5) school days of the absence or the absence will be documented as "unlawful" or "unexcused"***.

Parents should review their students' report cards for any attendance concerns. If parents become aware of mistakes with attendance, it should be reported immediately to the office.

APPOINTMENTS DURING THE SCHOOL DAY

1. Appointments during school should be kept to an absolute minimum.
2. Please notify the office with any appointments that require your student to come to school late or leave early. Notification of appointment can come in the form of a parent note, email or phone call.
3. Upon returning from an appointment, a note from the person with whom the appointment was scheduled (doctor, dentist, etc.) must be presented. This note should state the time the appointment was completed.
4. Parents returning their student to school after an appointment must sign their student in at the office. Students may not be dropped off outside and left to walk in unaccompanied.
5. Any appointment which lasts more than two hours and 15 minutes will count as a half-day absence. See "ATTENDANCE" on page 12 for more details.
6. Individuals picking up a student may be asked to show photo identification.

CLASSWORK/ASSIGNMENTS MISSED DURING ABSENCE

Excused Absences – As a general guideline, students who miss school due to excused absences (e.g. illness, death in family, suspensions, and family emergency) will have a maximum of one day for each day missed from school to make up any missed assignments/tests.

Students who miss three or more consecutive school days may request that their missed work be collected from their teachers by contacting the Liberty Valley Office.

Students who miss less than three days should check their teachers' web page, Google Classroom, and/or email them directly for missed work.

Unlawful/Unexcused Absences – Students who accumulate three or more unlawful/unexcused absences may be subject to academic consequences for future unlawful/unexcused absences. In these cases, students may forfeit their right to make up any tests, quizzes, projects, or assignments given or due on the date associated with the unlawful/unexcused absence. The student may receive a zero for any missed work.

Note: Based upon individual student circumstances, school administration reserves the right to review and remove/reduce an academic penalty associated with any unlawful or unexcused absence.

EDUCATIONAL TRAVEL

Trips such as vacations, ski outings, hunting expeditions and the like are discouraged during the school term. Each trip is evaluated by the principal and a reasonable length of time may be approved. Educational trips or missed days due to activities sponsored by recognized organizations must be approved by the building principal at least five (5) days prior to the start of the absence and *may* be considered an excused absence. Failure to seek approval in a timely manner, student absences already exceeding ten days, or current poor student performance will result in trip and/or activity absences not being approved. Non-approved trip and/or activity absences will be recorded as unlawful or unexcused depending upon the student's age. **Educational travel requests will not be approved during any of the Pennsylvania State Mandated testing.** Please check the school calendar (found on page 9) before scheduling any trips during this time.

If the Educational travel request exceeds five school days, the administration will review the itinerary of the trip to determine the classification of those days (after the five) as either excused or unlawful/unexcused. The determination will be based on the perceived educational value of the trip.

Students will be responsible for collecting their school work before they leave, making up any work they miss, and completing all of their assignments.

SCHOOL CLOSING

When it becomes necessary to close schools, the announcement will be carried on local radio and TV stations. Also, each household may receive a phone message regarding school closings or delays from the school district. Announcements will be made as early as possible. Flexible instructional days may be used in accordance with State requirements and with Board approval.

VIRTUAL INSTRUCTIONAL DAYS

Virtual Instructional Days may occur during the school year. Such days may be synchronous, meaning they will include live virtual instruction through Google Meet, or they may be asynchronous, meaning there will be recorded video and/or other instructional activities on the teachers Google Classrooms. On synchronous days where students are required to attend school virtually, attendance will be determined by participation in the virtual meetings. Students are expected to attend all virtual classes. Students who do not attend 1-3 classes will be marked for a half day of unlawful absence. Students who miss 4 or more classes will be marked for a full day of unlawful

absence. Attendance for asynchronous virtual days will be determined by submission of the completed assignments for each class.

ENTRANCE REQUIREMENTS

Kindergarten admission age for the 2026 - 2027 school year in the Danville Area School District is that the child must be five years of age before September 1, 2026, be a resident of the school district (must provide proof of residence), have the proper immunizations, and complete a Home Language Survey. A birth certificate and immunization records will be requested at the time of registration. At Danville Area School District, the registration process is centralized. All necessary registration components are available online or can be obtained at the district office.

ACADEMICS

PROMOTION/RETENTION/ACCELERATION

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

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

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

GRADING SCALE

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

S: Satisfactory	**U: Unsatisfactory**
3 - Meeting the benchmark **2 - Partially meeting the benchmark** **1 - Developing the benchmark**	
Blank Field - Not Reported that Quarter	

HOMEWORK

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

When a student is absent from school for two (2) days or more, parents are requested to telephone the school office or attendance line in the morning to request homework. Every effort will be made to ensure the student's homework will be ready at the end of the school day. Parents may pick up the assignments in the school office. In case of a prolonged absence of ten (10) or more days, a parent should contact the school for homebound instruction. (Examples: health reasons and/or hospitalization)

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

INSTRUMENTAL MUSIC AND CONCERT BAND

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

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

GUIDANCE & INTERVENTION SPECIALIST SERVICES

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

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

SCHOOL POLICE OFFICERS

The Danville Area School District employs school police officers. Working across the entire school district, these officers promote a safe and healthy school environment that is conducive to teaching and learning. These individuals are highly visible to the student population and encourage a positive school climate through frequent interaction with students and teachers. The school police officers may be called upon to address behavior that rises to the level of police involvement including violations of school weapons and controlled substances policy as well as violent or disruptive behavior.

CUMULATIVE RECORDS

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

TEACHER REQUESTS

Our educational team uses their professional expertise to create balanced classrooms that maximize student growth. While parents may share up to three teacher preferences for consideration by **June 30**, please trust that the team makes final placement decisions based on the collective strengths and needs of the entire grade level.

BUILDING PROCEDURES

Liberty Valley START AND DISMISSAL TIME

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

Students may begin arriving at school at 7:55 a.m. For student safety reasons, parents may not drop off their child at school prior to 7:55 a.m. Students may eat breakfast starting at 8:00 a.m. and will be supervised during this time.

Students must arrive at school by 8:25 a.m. Students arriving at school after 8:25 a.m., but before 10:00 a.m. will be assigned a tardy. School time missed due to tardiness will accumulate throughout the school year and count towards a student's absence total. If a student is tardy, a parent/guardian must come into the office with the child to sign the child in. **Please do not drop your child off and leave.** A parent/guardian must provide a doctor's excuse for appointments in order for the tardy to be classified as "excused." Parent tardy notes will be classified as "unexcused".

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

BUS TRANSPORTATION

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

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

School bus transportation is an extension of the school system and the standards set by the school will be carried over into the school bus. Bus drivers have the authority to assign seats. If you have any questions regarding transportation, please contact Mrs. Laura Renno, Transportation Coordinator, at the Administration Office (570-271-3268 ext: 1071).

BUS REGULATIONS

- All students must abide by established rules and regulations concerning conduct on the bus. In order to provide safe transportation to and from school, students should follow these rules:
- Be courteous to your bus driver and fellow passengers.
- Keep the aisles clear. Place personal items on your lap.
- Do not eat or drink on the bus. Chewing gum is prohibited.
- Remain in your assigned seat and face forward.
- Remain seated until the bus comes to a complete stop.
- Keep your head, arms, and legs inside the bus at all times.
- No fighting or horseplay is allowed on the bus.
- Vandalism is prohibited.
- Parents are financially responsible for damage done to a bus.
- Report any damage observed to your bus driver immediately.
- Smoking, chewing tobacco, using or carrying controlled substances, or lighting matches is prohibited.
- Use of profane language is prohibited.
- Driver permission is needed for students to bring items to school other than those required for their educational program.
- Live animals, knives, matches, sharp objects, snowballs, and laser lights are not permitted on the bus.
- Bringing toys and radios is not allowed except when required by their educational program.
- Throwing objects inside or outside the bus is prohibited.
- Driver permission is required before opening windows.
- Avoid loud talking and confusion that might distract the driver.
- Be alert to traffic when entering and leaving the bus.

The bus discipline procedures are as follows:

- Step 1: Warning: School Counselor and/or Principal will discuss the incident with the student. Parent/Guardian contacted via copy of written referral.
- Step 2: Lunch Detention: Student will be placed in a lunch group to discuss proper bus behavior. Parent/Guardian contacted.
- Step 3: Lunch & Recess Detention: Student will meet with the principal. The students may be assigned a new seat, if necessary. Parent/Guardian contacted (Bus Safety School: Part A will be assigned to the student.)
- Step 4: Suspension from Bus: A one (1) to five (5) day suspension from bus may be assigned by the Principal. The student will be required to complete Bus Safety School: Part B before the student can ride the bus following the suspension.
- Step 5: Suspension from Bus: A five (5) to ten (10) day suspension from bus may be assigned by the Principal.

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

CHANGES IN TRANSPORTATION

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

PARENT PICK UP OPTION

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

Parent Pick-Up Times for the 2026-2027 School Year: 3:10 - 3:25 p.m.

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

HOME AND SCHOOL COMMUNICATION

Sapphire Community Portal

During the 2026-2027 school year, Danville Area School District will continue to utilize the Sapphire Community Portal to post student scheduling information, student testing results, quarterly report cards, and much more. In order to access important school documents and information, parents/guardians should register for Sapphire Community Portal access. The Community Portal or “Parent Portal” will become an essential part of our communication moving forward as a district. Parents/Guardians will need Community Portal access to view their child’s report cards, attendance records, and other student information. Below is a link to the Community Portal for your access.

https://dasd-sapphire.k12system.com/CommunityWebPortal/

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

Homeroom Teacher Communication

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

School-wide Communication

The DASD school district will be utilizing the ClassTag communication platform as a way to conduct immediate communication between home and school. Liberty Valley faculty and staff will be using this form of communication with each teacher having their own ClassTag communication classroom portal established and available to parents. "Tuesday Folders" will still be utilized this school year. Every Tuesday, parents/guardians can anticipate a folder coming home which may include information about upcoming school events, student work and assessments, permission forms, and so much more. Additionally, a monthly newsletter detailing recent school events, student accomplishments, and upcoming school events will be shared digitally through ClassTag with parents, students, and the community.

Guidelines for Parent & Teacher Communications

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

- The optimum time for brief telephone calls is before school starts (prior to 8:30 a.m.) or at the end of the school day (3:00 to 3:25 p.m). To interrupt a classroom at any other time in the day would distract the children and have an impact on instruction.
- If it is necessary to talk to your child's teacher during the day, call the school office; leave your name and telephone number where you can be reached and the reason for your call. The teacher will return your call at his/her first opportunity and in a timely manner as per district procedures.
- If the need arises to talk to a teacher personally, please make arrangements in advance. Arrangements should be made directly with the teacher (via a note, phone call, or email).
- If a parent/guardian desires to observe their child's classroom, a request must be made in writing to the building principal. The request should include the date and times the observation would occur and the reason(s) for the observation. For more information on classroom visitations, please review DASD Policy #907.

These guidelines are not intended to discourage parents from visiting their child's classroom. The intent is to protect instructional time by limiting the interruptions.
The mission of the Danville Area School District is for home and school to work as partners in the education and growth of our children. Recognizing this, Parent and Teacher Conferences are an important opportunity for this partnership. Communication is essential. A set of guidelines are outlined below to help facilitate a productive and positive conference.

Before the Parent-Teacher Conference:

- Communicate with the teacher prior to the conference to set up an appointment.
- Prepare any questions you may have in advance.

- Talk with your child before the conference about any concerns he or she may have.

During the Parent-Teacher Conference:

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

After the Parent-Teacher Conference

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

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

VISITORS

Visitors enter the school building via the front entrance of Liberty Valley and must report directly to the office. Visitors who intend to remain in the building for any period of time must sign in and obtain a visitors badge. Visitors may be asked to show a photo identification. Visitors must return their badge and sign out before exiting the building consistent with district guidelines to ensure the safety of the students in the building. Visitors are discouraged during school hours due to the level of disruption caused during instructional time.

PARENT VISITATION

The administration and faculty of the Danville Area Schools wish to acknowledge a spirit of cooperation and encourage parents to visit the schools at any time the need or opportunity arises. In order to make your visit more beneficial to you and to us, please follow these procedures:

1. Schedule your visit in advance - please call (570) 271-3268 ext. 3400. If the office staff has advance knowledge of your visit, counselors will be able to furnish you with an up-to-date progress report on your child.
2. If you desire a conference with a teacher, email the teacher directly or make an appointment through the office. Classes will not be interrupted for this purpose.

PARENT VOLUNTEER APPLICATION PROCESS

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

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

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

FIELD TRIPS

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

BIRTHDAY PARTY INVITATIONS AND CLASS PARTIES

Birthday party invitations may only be distributed at school if there is one for every child in the classroom. A peanut free, store bought birthday treat for each classmate may be brought to school to celebrate a student's birthday. Additional food items aside from peanut free, store purchased baked goods such as pizza, chips, soda ect., are not permitted to be brought to school for celebration purposes. Students may also pass out extra treats to faculty or staff if they so choose, during the last 10 minutes of the day before the first afternoon bus run is called at 3:07pm.

CARE OF SCHOOL PROPERTY

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

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

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

LOST OR DAMAGED SCHOOL MATERIALS

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

STUDENT'S PERSONAL BELONGINGS

It is highly encouraged that each student's name and grade should be marked on all their belongings. Examples include jackets, coats, gloves, tablets, etc. This will assist in returning lost items**.** Students are encouraged not to bring any toys, large sums of money or electronic devices to school. The school will not assume responsibility for loss or theft of valuables or large sums of money brought to school.

STUDENT FUNDRAISING

The Danville Area School District has approved Policy #229: Student Fundraising. For the purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services. The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property, or at any school-sponsored activity.

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

ELECTRONIC DEVICES

Students may have a wide array of electronic devices including cell phones, iPods/MP3 players, electronic games, smart watches, etc., and many of these items are brought into the school on a daily basis.

These items are not permitted to be turned on during the official school day (8:00 AM – 3:25 PM), unless they are being used for instructional purposes and/or at the discretion of the teacher.

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

NETWORK/INTERNET ACCEPTABLE USE POLICY

Student use of the Danville Area School District network and the internet is regulated by the District's Acceptable Use Policy, consistent with the expectations outlined in School Board Policy 815. The acceptable use policy must be signed at the beginning of every school year before student network access is granted. Please refer to this policy, which is on file in the High School office. Failure to follow the Danville Area School District policies will result in loss of privileges and disciplinary action. Damages to district computers will result in restitution and disciplinary action and may include police involvement.

LUNCH & BREAKFAST PROGRAM

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

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

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

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

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

When students owe money, a cafeteria staff member will inform the child at the register. Additionally, a letter may be sent to parents/guardians via mail or email indicating a negative cafeteria balance. Parents/Guardians can sign up to receive email reminders of cafeteria balances at schoolcafe.com.

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

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

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

HEALTH SERVICES

The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten the school nurse begins compiling a confidential health history. This record is maintained throughout the child's school career. Parents are urged to share with the school nurse any additions or changes to the health history. Electronic forms are requested to be completed at the beginning of

each school year. It is very important that these be completed in full and submitted as soon as possible. There is a space on the emergency form to indicate any health problems the school nurse should be aware of, permission for minor first aid and illness treatment, as well as numbers to be called if your child should become ill or injured at school. Please update these forms with changes throughout the school year.

All students may use the Nurse's Office when there is a need for health care. A student must first report to his/her assigned area and get permission to go to the Nurse's Office. The nurse will give the student a pass to return to his/her assigned area. There are times when the nurse will not be available. Should a student arrive at the Nurse's Office and discover the nurse is not in, the student should report to the office secretary to immediately get a pass for return to class. Failure to report to the secretary and/or class may result in a detention for failure to follow pass procedures. Any students who are leaving school due to illness/injury are required to see the nurse prior to leaving the building.

STUDENT MEDICATION POLICY

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

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

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

In October of 2018, the PA School Code was amended to include sun protection measures for students. Section 1414.10 (2) of the PA School Code allows for the use of a nonaerosol topical sunscreen product by students in school if:

1. The product is approved by the Food and Drug Administration,
2. The parent/guardian must submit a form allowing the student to use the topical sunscreen, and
3. The student must submit a form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.
   Staff are not permitted to apply sunscreen to students.

The school entity may rescind or restrict the use of the sunscreen if the student does not follow the school rules and/or the student is unwilling or unable to keep the non aerosol sunscreen product guarded from other students' use.

The school entity must provide written notice to the parent/guardian if they rescind or restrict the use of the sunscreen.

The Pennsylvania Department of Education has provided two forms for school entity usage that can be adapted to meet a school entity's requirements.

SPECIAL DIETARY NEEDS

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

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

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

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

The statement must contain:

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

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

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

DENTAL EXAMINATIONS

Pennsylvania Law requires students receive a dental examination in the year prior or during the year of entry, usually kindergarten, third, and seventh grades. These grades were selected because they represent a critical period of growth and development in a child's life. The school nurses are recommending that these examinations be done by a

family dentist since she/he can best evaluate a child's health and assist a family in obtaining necessary treatments and corrections. If a parent/guardian prefers, their child may be examined in school. However, no treatment or correction will be provided.

PHYSICAL EXAMINATION

Pennsylvania State Law requires children attending school receive a physical examination within the year prior to or during the year of original entry, usually kindergarten. It is recommended that examinations be done by a family physician. If you prefer, your child may be examined in school. Please note that no immunizations will be administered. Please contact the school nurse if you would like to have your child receive an examination at school.

HEALTH SCREENINGS

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

IMMUNIZATIONS

1. Pennsylvania State Law requires the following immunizations be completed before a child may enter school:
2. Diphtheria, tetanus, and acellular pertussis: four properly-spaced doses with one dose on or after the 4th birthday
3. Poliomyelitis: four properly-spaced doses with one dose on or after the 4th birthday
4. Measles: two properly-spaced doses administered with the 1st dose at 12 months or older
5. Rubella: one properly-spaced dose administered at 12 months or older
6. Mumps: two properly-spaced doses administered with the 1st dose at 12 months or older
7. Hepatitis B: three properly-spaced doses with the third dose at age 164 days or older
8. Varicella (Chickenpox): two properly-spaced doses administered with the 1st dose at 12 months or older or history of the disease

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

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

STUDENTS SHOULD NOT BE SENT TO SCHOOL WITH THESE HEALTH PROBLEMS

1. Fever of 100.0 F or greater without fever reducing medication
2. Repeated vomiting or diarrhea in the past 12 hours
3. Pink eye: red itchy eyes with yellow or green drainage but NO allergy symptoms
4. Any illness when the child is not able to function normally in the classroom without pain/discomfort. Such illnesses may include but are not limited to: severe sore throat, excessive cough, headache, earache, or stomachache.
5. Injuries or surgical procedures that require narcotic medication prior to or during the school day.

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

STUDENT CODE OF CONDUCT

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS) PROGRAM

Liberty Valley Intermediate School will continue its PBIS Program for the 2026-2027 school year. This comprehensive program is designed to encourage and reinforce a positive learning environment for all students. At the start of the school year, our teachers and staff members will teach these behavioral expectations to students. The name of Liberty Valley's PBIS program is called ***"Forging Your BEST Self!"***

As many of our parents and students know, the town of Danville has a proud and storied history involving the manufacturing of the first T-rail in the United States. The rolling of the first T-rail back in 1845 at the Montour Iron Works of Danville has inspired the faculty and staff to choose the new name and theme of our PBIS program. The word "forging" was chosen to encourage our students to actively ***forge*** or ***create*** their BEST self - and ultimately the BEST school - by striving to achieve the core goals of the program.

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

During the 2026-2027 school year, Liberty Valley will implement the BEST School Wide Positive Behavior Interventions & Support (SWPBIS) program. School Wide Positive Behavior Interventions & Support is a proactive, systems approach for creating and maintaining safe and effective learning environments in schools and helps to ensure all students have the social, emotional, & behavioral competencies needed for success at school and beyond. The Liberty Valley Intermediate School teaches, models and expects students to be respectful, encourage kindness, safety first, and try their hardest. Our faculty & staff plays a critical role in the success of our BEST SWPBIS program.

At the start of each academic year, all students are introduced to the Liberty Valley SWPBIS program by their homeroom teachers. Using lesson plans and expectation matrix created and regularly reviewed by the LV SWPBIS committee, teachers provide students with the LV B.E.S.T. expectations for the following locations: Hallways, Cafeteria, Classroom, Arrival/Dismissal, Bathrooms, Transportation, Offices, and Technology. Throughout the school year the B.E.S.T expectations are reviewed & retaught, as needed. All new LV enrollees have a SWPBS introduction through the LV guidance office.

Through the use of an online, token economy students are rewarded for meeting the SWPBIS BEST expectations. When students are observed meeting BEST expectations, the student is awarded BESTie points through the online PBIS Rewards program. Students are able to “cash in” their BESTie points for incentives at both the classroom and building levels.

In addition to our PBIS Rewards Program, teachers will be recognizing students who best demonstrate their BEST self over the course of each school quarter. These students will be recognized in front of their peers during our Forged in Fire Assemblies, be given a certificate of recognition, and have their photo displayed in a prominent area of the school.

SCHOOL WIDE POSITIVE BEHAVIOR AND SUPPORT EXPECTATIONS

LIBERTY VALLEY INTERMEDIATE SCHOOL

FORGING YOUR BEST SELF

ARRIVAL & DISMISSAL EXPECTATIONS

BE RESPECTFUL	Respect Personal Space Hold Doors for Others
ENCOURAGE KINDNESS	Use Positive and Encouraging Language
SAFETY FIRST	Listen for Adult Instructions WALK Report Unsafe Conditions
TRY YOUR HARDEST	Go Right to Your Assigned Area Leave in a Timely Manner

LIBERTY VALLEY INTERMEDIATE SCHOOL

FORGING YOUR BEST SELF

HALLWAY EXPECTATIONS

BE RESPECTFUL	Whisper Voices Stay on the Right-hand Side
ENCOURAGE KINDNESS	Use Polite Manners "Please" "You're Welcome" "Thank You" "Excuse Me"
SAFETY FIRST	Walking Only Hands and Feet to Yourself
TRY YOUR HARDEST	Stay in Line Follow Directions

LIBERTY VALLEY INTERMEDIATE SCHOOL

FORGING YOUR

BEST SELF

CAFETERIA EXPECTATIONS

BE RESPECTFUL	Use Table Talk Voices Follow Directions
ENCOURAGE KINDNESS	Use Polite Manners Be Courteous to Adults
SAFETY FIRST	Walking Only Keep Area Clean
TRY YOUR HARDEST	Throw Away Trash Check Floors

LIBERTY VALLEY INTERMEDIATE SCHOOL

FORGING YOUR

BEST SELF

BATHROOM EXPECTATIONS

BE RESPECTFUL	Use Table Talk Voices Flush the Toilet
ENCOURAGE KINDNESS	Wait Your Turn Quietly Honor Others' Privacy
SAFETY FIRST	Hands and Feet to Yourself Wash Your Hands Keep the Floor Dry
TRY YOUR HARDEST	Turn Off the Sink Place Trash in Trash Can

LIBERTY VALLEY INTERMEDIATE SCHOOL

FORGING YOUR BEST SELF

RECESS EXPECTATIONS

BE RESPECTFUL	Follow Game Rules Care for Environment Return Recess Materials
ENCOURAGE KINDNESS	Use Polite Manners Include Everyone Wait Your Turn
SAFETY FIRST	Hands and Feet to Yourself Be Aware of Surroundings Line Up Quickly and Quietly
TRY YOUR HARDEST	Use Equipment Appropriately Choose Kind Words Display Sportsmanship

RECESS PROCEDURES

Children are given the opportunity, weather permitting, for fresh air and exercise during the school day. During inclement weather, or when the playground is snow-covered, children will have recess indoors. All children participate in outside recess unless parents make written requests that their children remain inside. It is requested that children be appropriately dressed for outdoor activity.

Here at Liberty Valley, it is very important to us that we promote our student's active play every day with numerous opportunities for outdoor activity. However, there are times when we will be keeping students inside for recess due to rain, snowfall or dropping temperatures. The following temperature guidelines will be used here at Liberty Valley to determine whether our outdoor recess times will be followed to ensure the health and safety of our students:

If the AccuWeather RealFeel temperature falls below 32 degrees fahrenheit during either lunch or afternoon recess, we will be holding indoor recess in place of the outdoor time. Students will go outside during recess times if the AccuWeather RealFeel is at or above this 32 degree mark during any given scheduled recess. Please continue to send your student to school with appropriate outerwear everyday so that they may be safe and comfortable if the weather permits outdoor recess time.

DISCIPLINARY PROCEDURES

The purpose of the Liberty Valley Intermediate School discipline plan is to provide a safe, orderly, and positive learning environment that fosters the educational development of individual students. This will be accomplished through the cooperative effort of students, parents, and school personnel.

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

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

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

BULLYING/HARASSMENT/HAZING

Consistent with School Board Policy 247 and central to the mission of Danville Area School District is the establishment and maintenance of an environment in which the dignity and worth of all individuals is respected. Hazing activities and harassment behavior of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this procedure, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Per School Board Policy 249, bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which has the effect of any of the following:

1. Substantial interference with a students' education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

The administration at Liberty Valley Intermediate School encourages students who have been bullied or have observed bullying to promptly report all such incidents to a school counselor or a principal for investigation. Corrective action shall be taken when allegations are verified and no retaliation shall occur as a result of a good faith report of bullying. Retaliation will result immediately in elevated consequences. Consequences for violations include any one or a combination of the following at the discretion of the administration:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another classroom or school bus
- Exclusion from school sponsored activities
- Detention

- Suspension
- Expulsion
- Referral to law enforcement official

Anonymous reports of bullying can be submitted to a drop box in the guidance office, Safe2Say reporting system, or on an online form on the district's website. All reports are taken seriously and will be investigated. It should be noted that falsely reporting an incident will result in disciplinary action.

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

TOBACCO USE

Students are prohibited from using tobacco in the school, on the school grounds, school buses, or at school sponsored activities in accordance with School Board Policy 222. In order to facilitate enforcement of this regulation, students will not be permitted to carry tobacco products on their person during the school day. Having tobacco products of any type on one's person will be treated the same as usage of tobacco.

a) If a person or more than one person is in a restroom or a toilet cubicle and smoke/vapor is visible in sufficient quantity to indicate smoking/vaping is or has taken place, all individuals in the restroom or cubicle may be considered in violation of the smoking policy.

b) Lookouts, or those warning or protecting smokers, can have disciplinary action taken against them as a smoking violation.

Students are prohibited from possessing, selling, distributing, or offering to sell or to distribute any alcohol, drug (including look-a-likes or counterfeits), controlled substance or paraphernalia acquainted to usage of these prohibited products in accordance with School Board Policy 227. Students selling, distributing, or offering to sell or distribute will face suspension and/or expulsion from school and extracurricular activities. Violators of this policy will be criminally prosecuted.

Any and all substances used, possessed, sold, distributed, or offered to cause an amphetamine, barbiturate, or hallucinogenic effect will be considered an illegal substance in the Danville Area School District. These substances include over-the-counter medical preparations. Please contact the office to speak to a Student Assistance Program (SAP) member or visit the District website for complete procedures and policies.

CONTROLLED SUBSTANCES

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

WEAPONS

The Board believes that the physical safety of students, employees, and visitors is essential for the proper operation of the schools and for the establishment of a positive

learning environment. Based on this premise, the Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

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

UNLAWFUL HARASSMENT

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

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

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

REPORTING OF INFRACTIONS

Infractions can be reported by students, parents/guardians, staff, teachers, and administrators. Upon referral, administrators will investigate all claims and assign consequences when necessary. When multiple referrals are received, administrators will investigate those referrals according to the severity of the claim, not necessarily the order in which they are referred. In addition to reading the referral and conferencing with the referring teacher, building administrators will conference with the student reportedly in violation. Administrations may also speak with additional students if necessary and/or consult video surveillance. Once a determination is made, students and their parents will be informed of all consequences specific to their children. Due to student confidentiality, student names and specific consequences cannot be shared with anyone other than the student in question and his/her parents/guardians.

TEACHER-ASSIGNED CONSEQUENCES

Teachers may assign consequences for most Level One offenses without the involvement of building administrators. In the case of a teacher-assigned consequence, teachers must document the steps taken in Sapphire to proactively deal with the behavior before assigning a consequence. Example consequences include conferencing with the student, changing seating arrangements, loss of privileges and contacting home. Consequences may be assigned on the first violation, however, depending upon the severity of the infraction. Teachers assigning consequences such as will inform the student of the consequence, schedule the detention with the student, and contact home in order to discuss the infraction. Students and parents will be given notice of at least 24 hours prior to the detention.

SEARCH AND SEIZURE

The school recognizes the right for students to be secure in their person and property against unreasonable search and seizure. However, in order to maintain order and discipline in the school and to protect the safety and welfare of all students and school personnel, school authorities may conduct a search in accordance with School Board Policy 226. Video cameras may be placed in any Danville Area School District bus. Students may be subject to being recorded on the school bus at any time, including athletic, band, and field trip travel. The actual recording could be audio and video.

SUSPENSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.
The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.

Exclusion from School - Suspension

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

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

Temporary Suspension

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

Full Suspension

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

Such hearing shall take place as soon as possible after the suspension. In cases of full suspension, the student and his/her parent/guardian shall be provided with written notice of the reasons for the suspension, sufficient prior notice of the time and place of the informal hearing, and a chance to cross-examine witnesses, speak in his/her own defense, and produce supporting witnesses. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Exclusion From Class - In School Suspension

No student may receive an in-school suspension without notice of the reasons for which she/he is suspended and an opportunity to be heard prior to the time the suspension

becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

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

DRESS AND GROOMING

The appearance of any young person is primarily the responsibility of the individual and his/her parents. The Liberty Valley administration expects students to maintain the type of dress and grooming that does not interfere with the educational process of the school in accordance with School Board Policy 221.

Liberty Valley Intermediate School shares our culture's concern with the abuse of alcohol and drugs and does not allow students to wear clothing that depicts alcohol or drug use in a positive manner. This would include shirts which advocate through advertising that alcohol and/or drugs can have a positive effect on one's life.

Clothing considered inappropriate, accounting for natural student movement throughout the school day, and thus prohibited, includes but is not limited to: hats, hoods, bare midriffs, low cut shirts, shorts and shirts which expose undergarments or bare skin or an intertriginous area where two skin areas may touch or rub together, or such clothing is not at an appropriate length, spaghetti strap tops, excessively short skirts or shorts, pajamas, slippers, bandanas, gang related clothing, sharp spiked jewelry and spiked cuffs, bracelets with inappropriate or vulgar language or clothing and accessories deemed inappropriate by administration. Because of safety and health requirements, bare feet are not permitted in school.

Finally, any clothing which has symbolism or words which can be construed as obscene, profane, racially, culturally, or religiously biased, cannot be worn in school. Many messages on clothing carry literal and implied messages. In such cases, the literal message may not be objectionable, but the implied message is, and it is therefore inappropriate to wear clothing with such messages in school. Liberty Valley Intermediate School makes very clear that clothing with implied objectionable messages is not to be worn.

Types of clothing have become ways to present innuendo concerning sexual and traditional antisocial behavior. We, at Liberty Valley believe our community's cultural beliefs indicate that school is not a place for sexual and unhealthy social innuendo. Therefore, students may not wear clothing presenting sexual innuendo or unhealthy social ideals.

Some examples of clothing in reference include:

- Liquor distillery product shirts;
- Brewing and distilled spirits companies' advertising clothing which portrays beer and liquor as positive;
- Shirts depicting sexual activity or nudity; and
- Shirts with double entendre messages concerning sexual or anti-social activity.

Utilizing the criteria listed in this section of the handbook, the school administration will make the final determination as to whether a student is or is not dressed appropriately for school.

Students who come to school wearing inappropriate clothing will be directed to change into school appropriate clothing, if possible. If a change of clothing is not available, parents will be notified and asked to bring a change of clothing. If available, a t-shirt or other item of clothing will be provided by the school for the remainder of the school day. One warning will be provided. Second offenses will result in detention. Students will be held in the office until a change of clothing is available. Insubordination and repeated offenses involving dress code violations may result in suspension and revocation of student privileges.

****This dress code is not all-encompassing and administration reserves the right to adapt or modify as necessary.**

HEAD COVERINGS

Liberty Valley clearly believes that head coverings can be a detriment to the learning environment in the school, especially in the classroom. Hats, caps, bandanas, hooded shirts/sweatshirts, visors, kerchiefs, and head coverings are not to be worn in the school building unless the head covering is directly related to one's traditional religious or cultural beliefs, or for a medical reason. Administrative approval should be sought for approval of these situations. All head coverings that do not meet these exceptions are to be placed in the students' cubby or backpack upon arrival to school. The wearing of head coverings will fall under the disciplinary measures consistent with dress code violations.

STUDENT BEHAVIORAL EXPECTATIONS

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

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

These guidelines are not intended to be all-inclusive; however, as they do not cover every situation and every condition. Therefore, if in the judgment of the intermediate school administration, a student's inappropriate behavior is

not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Level 1 Infractions and Interventions

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

POSSIBLE LEVEL ONE INFRACTIONS

Include, but are not limited to:

• Academic dishonesty
• Classroom disruption
• Dress code infraction
• Excessive unexcused tardiness to class
• Failure to report or leaving assigned area without permission
• Horseplay
• Inappropriate display of affection
• Inappropriate language
• Misuse of computer/network
• Other minor infractions of unacceptable behavior or any condition that causes a disruption of
the educational process or constitutes a health and/or safety hazard
• Pestering/teasing others
• Refusal to participate in class
• Unauthorized use of personal electronic device

LEVEL 1 ACTION

Level I Disciplinary Action may include the issuance of a verbal reprimand, lunch detention, or a retraining of the school expectations. Prior to assigning a lunch detention, the teacher, guidance counselor or principal shall initiate communication with the student. Additionally, the parent/guardian must be contacted via phone call or email/class Tag message. All infractions and actions will be documented in the student information system.

Level 2 Infractions and Interventions

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

POSSIBLE LEVEL TWO INFRACTIONS

Include, but are not limited to:

• Abusive language
• Auditorium/Bus/Cafeteria misconduct
• Damage and/or destruction to school property
• Defiance/Insubordination
• Excessive unexcused tardiness to school
• Failure to comply with building procedures
• Failure to serve consequences
• Forgery/falsification
• Leaving school grounds without permission

• Repeated Level One offenses

LEVEL 2 ACTION

Level II Disciplinary Action may include the issuance of lunch detention, in school suspension (ISS), or out of school suspension (OSS). All infractions and actions will be documented in the student information system.

The philosophy of the Liberty Valley administration includes "progressive discipline," when appropriate. While the district endeavors to consider progressive discipline, depending upon the facts and circumstances of each case, based on the totality of the circumstances, it may require the Administration to increase the severity of the discipline.

When suspension is involved, the administration will attempt to follow the following sequence of escalating consequences:

1. 1st Suspension = One (1) to Two (2) day suspension [ISS or OSS]
2. 2nd Suspension = Three (3) to Four (4) day suspension [ISS or OSS]
3. 3rd Suspension = Five (5) day suspension [ISS or OSS] with loss of driving and other student privilege such as attendance at school activities, dances, etc.
4. 4th Suspension = Ten (10) day suspension [ISS or OSS]. Additionally, a student who is suspended four or more times may need to attend a hearing with the School Board, a committee of the School Board, or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

Students are responsible for making up exams and work missed while on suspension and will be permitted to complete these assignments upon return to school. The amount of time for any “loss of driving privileges” will be determined by the administration and will be determined by the severity of the offense.

Level 3 Infractions and Interventions

Behaviors at this level are more serious due to having a longer effect on the individual or pose a threat to people or property. The building principal assumes major responsibility for corrective actions. More severe consequences are required and authorities may become involved. Classroom teacher is responsible for contacting the office for support and remaining with the child until the support (guidance counselor, intervention specialist, psychologist, or principal) arrives. If necessary students will be removed from the setting to a safer environment within the school building.

POSSIBLE LEVEL THREE INFRACTIONS

•Abusive, obscene, or profane language and/or gestures
• Bullying/Cyberbullying/Harassment
• Fighting and/or disorderly conduct
• Major computer use/network violations
• Physical Assault
• Possession of pornography
• Repeated Level Two offenses
• Theft
• Use/possession of tobacco products (includes vaporizers and e-cigarettes and accessories)

• Threats
• Vandalism*

LEVEL 3 ACTION

The philosophy of the Liberty Valley administration includes "progressive discipline," when appropriate. This means that the administration will attempt to assign a fair, consistent, and appropriate consequence given the disciplinary infraction. Subsequent offenses of the same level or greater will result in elevated consequences.

1. A first offense will result in a three to five day in school suspension (ISS) or out of school suspension (OSS).
2. A second offense will result in a five to seven day out of school suspension (OSS).
3. A third offense will result in a ten day out of school suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police.
Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence as well as possible referral to the police.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

- Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the

law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a Home and School Association bulletin, student handbook, or newspaper article) is left to the discretion of each school.

HOMELESS AND UNACCOMPANIED YOUTH

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

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

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

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

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

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

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources

- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

Free and reduced-priced meals are available to families who meet the guidelines. A free/reduced meal application shall be sent home at the start of the school year and may be obtained in your school office or on the district website.

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

SPECIAL EDUCATION SERVICES

In compliance with state and federal laws, notice is hereby given by the Danville Area School District that it conducts ongoing identification activities as part of its school program for the purposes of identifying students who may need special education and related services.

If you believe that your school-age child may be in need of special education screening for evaluation, services are available to you at no cost, upon written request. You may request a screening and or an evaluation at any time, even if your child is not enrolled in the district's public school program. Requests for evaluations and screenings are made to any building principal, school psychologist or the Principals of Intervention and Special Education.