

ATTENDANCE PROCEDURES

Any child who has attained the age of eight years old prior to February 1 of any school year or who has entered school at an earlier age and who has not yet attained the age of seventeen years, nor graduated, shall be required to attend school regularly during the entire school year. It is also required by state law that schools maintain accurate attendance records. Therefore, attendance is taken daily at the beginning of each school day. After attendance is taken by the advisory teacher and the attendance slips are sent to the guidance office, a student coming to school late must report to the guidance secretary in the office for an admission slip before entering class.

Attendance Policy

The Board of Education requires that school aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the Commonwealth. The educational program offered by this District is predicated upon the presence of the pupil which is required for continuity of instruction and classroom participation. Excessive student absence is disruptive of the educational process and therefore, harmful to our students and to our society. The regular contact of pupils with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Resident children shall be entitled to attend the District's public schools from the earliest admission age to the District's kindergarten school program until the age of 21 years. School attendance is compulsory from the time the child enters the lowest grade of an elementary school above kindergarten until the age of 17 or graduation from a regularly accredited senior high school. No student shall be admitted to the District's schools who has attained a high school diploma or its equivalent unless such student is part of a foreign exchange program.

Full Attendance Required

Students are required by law to be in full attendance each school day unless absent for an approved reason, which is defined herein as an excused absence. Any absence not approved shall be deemed to be an unexcused absence. The building principal(s) shall approve excused absences and determine when an absence is unexcused.

Parent Call-In

Twin Valley requests a parent or guardian to call the school when your child is absent. **Although a telephone call has been made, a written excuse is still required.** The excuse form (forms are provided by the office or may be downloaded from the school website) must be received by the school within three days of the student's return to school. **If no excuse is received within three days, the absence will be recorded as unexcused.**

Student's Obligation Upon Reporting to School

A 7/8 student must report to his or her advisory before the tardy bell rings, while a 5/6 student must report directly to their Block 1 class. If a student enters this period late and unexcused, this offense will be classified as a tardy to school. If a student arrives at school after the initial attendance period has ended, he or she must report to the guidance office. Any student who fails to do so will be charged with an unexcused absence for the entire day.

Excused Absences

The guidelines governing excused absences are established by the Department of Education and may be found in Chapter 11 of Title 22 of the Pennsylvania Code. The parents of a student are responsible to see that each child is in lawful school attendance. Therefore, any request that an absence be approved as an excused absence must be requested, in writing, from a parent.

Excused Absences:

- ✓ Observance by a student of a bona fide religious holiday in accordance with the student's religious beliefs.
- ✓ **To obtain health care from a licensed practitioner, on those occasions when it is not practical or possible for the student to receive such health care after school hours**, absence hereunder shall be limited to the minimum time necessary to receive the required health care.
- ✓ Illness
- ✓ Family emergencies
- ✓ Prearranged doctor and dental appointments
- ✓ Authorized school activities
- ✓ Approved student educational trips

Unlawfully or Illegally Unexcused Absences:

- ✓ Absence from school with parent/guardian’s consent for reasons other than those considered excusable
- ✓ These are absences that would be classified or marked as “parental neglect,” “illegal employment,” or “truancy.” The mere fact that a parent has written an excuse does not mean the absence is “excused.” Excuses of a doubtful nature will be investigated.
- ✓ Leaving school during school hours without authorization
- ✓ Truancy Day(s)—Absence from school without knowledge or permission of parent/guardian and school administration
- ✓ Specific Unsatisfactory Excuses

In addition to the limitations previously set forth in this policy, students are specifically placed on notice that unsatisfactory excuses may include but not be limited to the following:

- ✓ Missing the bus
- ✓ Oversleeping
- ✓ Automobile failure
- ✓ Cutting class
- ✓ Failure of parent to arrange for child care

TVMS Bell Schedules

5th and 6th Grade

Arrival	8:30 - 9:00	5th	6th
Period 2	9:00 - 9:45	Block 1	Block 1
Period 3	9:45 - 10:30		
Period 4	10:33 - 11:15	Block 2	Block 2
Period 5	11:15 - 12:00		
Lunch	12:00 - 12:30	Lunch	Lunch
Period 6	12:33 - 1:15	Block 3	RA - 6
Period 7	1:18 - 2:00		RA - 6
Period 8	2:03 - 2:45	RA - 5	Block 3
Period 9	2:48 - 3:30	RA - 5	
Dismissal	3:33 - 4:00		

7th and 8th Grade

Advisory	7:40 - 8:10	
Period 1	8:13 - 8:57	RA-7
Period 2	9:00 - 9:45	Block 1
Period 3	9:48 - 10:30	RA-8
Period 4	10:33 - 11:15	Block 1
Lunch	11:15 - 11:45	Lunch
Period 5	11:48 - 12:33	Block 2
Period 6	12:33 - 1:15	
Period 7	1:18 - 2:03	Block 3
Period 8	2:03 - 2:40	
Dismissal	2:40	

Tardiness

Tardiness, like absence, can be an interruption of the educational process and should be avoided. When students report to school late, they should present a note from the parent with the reason for the tardiness. Habitual tardiness to school, if unexcused, will result in assignment of detention (See page 17 for more information). A student that arrives after 9:30 A.M. (7/8 grade)/ 10:30 A.M. (5/6 grade) will be marked absent for a half day. Arrival after 1:00 P.M. will be recorded as a full day absence.

Early Dismissals

Early dismissals should be requested for emergencies only. Students are to bring a signed note to the office before advisory. Please attempt to arrange doctor and dentist appointments for after school hours. Parents must sign out their student in the office when they leave school; and if the student returns before dismissal, he/she must sign in at the office before returning to class.

Releasing Children from School

Since the school is responsible to the parent for those hours the child is in school, these rules shall be observed:

- ✓ Children shall be released from school only to their parents or to persons authorized by their parents.
- ✓ In case of illness, it shall be determined that the parent or reliable adult is at home before the child is sent home.
- ✓ If any police or court official requests the dismissal of a pupil during school hours, parents should be notified at once.
- ✓ Requests for released time for dental and medical appointments shall be honored when it is impossible to arrange them on non-school time. A written request from the pupil’s parents is necessary.
- ✓ Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.

Student/Family Educational Trips

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

Illness or Other Urgent Reasons

An absence hereunder shall be deemed excused upon receipt of satisfactory evidence of a student's illness, physical injury, or upon other urgent reasons. Non-attendance by a student shall be for a temporary period. The term "urgent reason" shall be strictly applied and shall not permit irregular attendance.

Therefore, excused absence hereunder shall be limited to:

- ✓ Illness
- ✓ Physical injury
- ✓ Death in student's immediate family
- ✓ Other reasons properly deemed to be "urgent" by the building principal(s)

School Sanctioned Activities

Absences from class for school sanctioned activities, including but not limited to field trips, athletic events, and non-athletic events shall be exempt from the **30-day** excused absences limit described in this policy.

Tutorial Work

Upon parental request, a pupil may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the District's curriculum but only under the following circumstances. The excuse does not interfere with the regular program of studies; the qualifications of the instructor are approved by the Superintendent; any instruction or transportation costs associated with receiving tutorial instruction shall be the responsibility of the involved parent/guardian.

Excuse Cards

Upon returning to school following an absence, whether for a partial or full day, present the completed district Report of Absence form signed by your parent/guardian to your advisory teacher. **If the absence excuse is not presented to the advisory teacher within three consecutive school days upon returning to school, the day(s) absent will be marked as an unexcused absence.**

Make-up Work

Students are provided an opportunity to complete assignments missed because of absences. It cannot be assumed that the full benefit of missed work can be gained through merely make-up work, since it is clearly understood that the learning activity that takes place during the classroom period once missed can never be regained in its entirety. However, benefit can be received through assigned work. The guideline for missed work will be such that make-up work should be equal to the amount of time the student was absent. Arrangements for make-up work are the primary responsibility of the student and/or the student's parents. Extended time may be granted in cases where extra time is needed. Time and work may be made up after school, at home, or during school hours. **Students who cut class or whose absence is illegal or unexcused may not make up any work missed on the dates of illegal or unexcused absences.**

Homework

Homework can be an effective tool for learning and practice. Teachers will instruct students where assignments can be viewed online. In the event of an absence from school for illness, trips or extended leave, parents are encouraged to make individual requests directly to their child's teachers.

Withdrawal From School

When a student is withdrawn from school for reasons of moving or to attend another school, the school should be notified two (2) days in advance. The student must secure a withdrawal form from his/her counselor and on the last day of attendance have each teacher initial the form showing what all obligations with each teacher are. All books and bills must be either returned or paid. Information as to where the student is moving and the name of the school district if possible, must also be furnished on this form. After all obligations are taken care of, and proper information presented to the school, all grades and records will be released to the next school.

Excessive Absences and Official Notifications

First Offense

A first offense consists of 3 or more days of absence without lawful absence. The school district's official notice of absence is sent via registered letter to the parents emphasizing that if unlawful absence continues or occurs later in the year that a fine will be issued by the District Justice.

Second Offense

After the first offense notification has been sent, the next school day that the student is unlawfully absent becomes a second offense and requires a fine be assessed through the office of the District Justice. The Justice is notified of the names of the offending students and parents by a letter from the School District. This fine is sent by the District Justice to the home by certified mail. If a parent fails to accept or pick-up the certified mail from the District Justice, a warrant or summons will be issued in his/her name. All attendance records are transferred from school to school during the school year and are enforceable in the event of student transfer.

Truancy Elimination Plan

When a student accrues unlawful absences, TVMS will develop a Truancy Elimination Plan which will include such steps as student and parent re-notifications and warnings, additional opportunities for excuse card submission, and personal meetings with school counselors and administrators.

Unexcused Absence and Academic Penalties: Every student absence from school, or from any class a student is required to attend, which is not approved as an excused absence, shall be deemed to be an unexcused absence. The following penalties shall be imposed for unexcused absences.

- ✓ If a secondary student's unexcused absences from any class total more than **eight (8)** for a semester course or **fifteen (15)** for a full year course, the student shall not be granted credit toward graduation or promotion for any such semester course or yearly course.
- ✓ Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension of the student from the regular school program.
- ✓ The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board if sincere efforts by the staff and parents cannot rectify the pattern of absence.

Excessive Absences Whether Excused or Unexcused

If a student at the secondary level is absent from any class, excused or unexcused, more than **fifteen (15)** periods for a semester course or **thirty (30)** periods for a full year course on the last day of the semester or year, the student may not be granted credit toward graduation or promotion for any such semester course or year course for such course or courses. In any such event, the student shall not receive credit for each applicable course. Students at the elementary level who have more than **fifteen (15)** days of unexcused absence in any school year may not be granted promotion.

Exceptions to Student Penalties Imposed Under this Policy

Exceptions to the penalties established by this policy may be granted at the discretion of the principal(s) when, under the individual circumstances involved, it is reasonable and prudent to do so. An exception, for example, may be considered in an instance where a student is unavoidably absent as a result of a lengthy illness and is able, nonetheless, to satisfy the educational requirements of the course or courses involved. Upon return from an absence from school, the student shall provide a written statement signed by the parent/guardian and including the date of and reasons for the absence. If the written statement is not provided within three (3) school days following the student's return to school, the absence will be considered to be an unexcused absence.

Each teacher shall maintain an accurate daily record of absences and tardiness for all students in the teacher's classes. The building principal(s) will formulate definitions to distinguish among tardiness, half-day absenteeism, and whole-day absenteeism. For students of compulsory school attendance age unexcused absences are illegal, and the school district will implement the resulting actions as specified by state legislation. Class cuts and excessive tardiness will cumulate into equivalent days of unexcused absence.

Notification of Parents

The school will attempt to notify parents of continued absences from school and classes. Attempts will be made to verify receipt of probationary letters and review letters by having them sent through **certified mail**. Personal requests for notification on a more frequent basis will be handled through procedure(s) developed by the building principal(s).

Appeals/Reviews

If a student exceeds the maximum days of absence as outlined in this policy with no provision for substantial justification for the absence, the student will have the right to:

- ✓ Petition his/her case to be reviewed by the building level administration.

- ✓ Have the case reviewed by Student Services.
- ✓ **Petitions will be accepted only in cases where the petition is for relief from academic sanctions. Petitions will not be accepted for any disciplinary actions resulting from violations of this attendance policy.**

DISTRICT WELLNESS POLICY

The Child Nutrition and WIC Reauthorization Act (Public Law 108-265) requires all school districts in the state of Pennsylvania that participate in the National School Lunch and Breakfast Program to develop and implement a local Wellness Policy by July 1, 2006. The following goals and objectives were established by Public Law 108-265 and have been included in the Twin Valley School District's Wellness Policy:

- ✓ Goals for physical activity, nutrition education, and other school based activities that are designed to promote student wellness.
- ✓ Nutrition guidelines for all foods available on the school grounds during the school day with the objectives of promoting student health and reducing childhood obesity.
- ✓ Assurances that any guidelines established for reimbursable meals at the local level will not be less restrictive than current federal regulations for meals served through the School Nutrition Programs.
- ✓ A plan for measuring the implementation of the Wellness Policy.
- ✓ A designee(s) at each school who is responsible for ensuring that the school meets the expectations of the Wellness Policy.
- ✓ A Wellness Committee comprised of parents, students, and representatives of the school food authority, the school board, school administrators, and the public to develop the Wellness Policy.

A complete copy of the policy is available through the Twin Valley School District Website at www.tvsd.org.

Health Services

Good health care is essential to student success. The school health services are designed to include a variety of functions that will assist in maintaining good health and they are the following:

- ✓ Physical examination by school or family doctor of all students in grade six.
 - ✓ Dental examinations by school or family dentist of all students in grade seven.
 - ✓ Scoliosis screening by the school nurse for all sixth and seventh grade students that a current private or sports physical is not received unless a written request from the parent is received requesting it not to be done.
 - ✓ Hearing screening by school nurse on all students in grade seven.
 - ✓ Vision screening of every student in the school by the school nurse.
 - ✓ Height and weight is measured and Body Mass Index (BMI) is calculated on every student with the results provided to the parents.
 - ✓ 7th grade students are required 1 dose of tetanus, diphtheria, cellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) and written proof must be provided for the student's health record. Refer to <http://www.health.pa.gov> for school immunization requirements.
- When defects are found on any of the above tests performed at school, a notice is sent to the parents recommending follow-up care. The follow-up notice will be returned to the school nurse when it is completed by the doctor or dentist. Any medical problem concerning the student should be addressed to the nurse. Medication Policy should be followed when medications are to be given during school day.

Crutches, Wheelchairs, Elevator Use

For students coming to school with crutches or a wheelchair for temporary use, a doctor's note stating the length of time the student will be utilizing such device is to be given to the school nurse. The school is unable to supply crutches or wheelchair for student use.

For the use of the elevator, a doctor's order will also be required. If the elevator key is lost, the student will assume the obligation to replace the cost of same.

Daily Procedures to Nurse's Office

- ✓ A pass will be obtained from a teacher before going to the nurse.
- ✓ A pass signed by the nurse must be presented to the teacher upon the student's return to class. No student is allowed to leave the health suite without the nurse's permission.
- ✓ When there is a need for a student to be sent home due to illness or injury, the nurse will make the necessary arrangements with the parent/guardian. Parents/Guardians are responsible for the transportation of ill or injured students.
- ✓ Students who are ill or injured are not permitted to make his/her own arrangements to leave school or they may be referred to a building administrator.
- ✓ The school cannot assume responsibility for injuries that did not occur at school. Students should not be sent to school ill or injured to be diagnosed by the school nurse.
- ✓ Students with infections such as conjunctivitis (pink eye) and impetigo are excluded from school according to school policy.
- ✓ Students with illnesses, allergies, operations, accidents, pregnancy, hospitalizations or other health conditions occurring during the school year should report to the school nurse, so that an accurate health record can be maintained for your child.

Emergency Cards

In order to remain current with the student's health, emergency cards must be filled out for each student, kept current and returned to the health room for use in emergency situations. An emergency telephone number other than the place of residence is requested in case the student becomes ill or injured when the parent cannot be contacted at home. E-mail addresses would also be helpful. Parents should be prepared, if necessary, to transport the student from school.

Field Trip or Other School Sponsored Activities

Any student who requires medication or a special medical procedure on a field trip must have parental consent to participate in the field trip and provide appropriate instructions from the parent and/or the child's physician regarding the administration of medication or medical procedures and will be based on student individual needs.

Immunizations

In accordance with immunization requirements from the Pennsylvania Department of Health and State Board of Education all students grades (K-12) must have the following immunizations to attend school.

Required Immunizations:

- DTP/DTaP (4 doses) (1 dose on or after their 4th birthday)
- Polio (4 doses) (4th dose on or after 4th birthday & at least 6 months after last dose)
- MMR (2 doses) (measles, mumps, & rubella)
- Hepatitis B (3 doses)
- Varicella (2 doses) or evidence of chickenpox disease
- Tdap (1 dose) required to enter grades 7-12
- Meningococcal (MCV) (2 doses) 1st dose at 11-15 year of age, required to enter grade 7, 2nd dose required at age 16 or entry into 12th grade.

*Contact your health provider or call 1-877-PA HEALTH for more information.

If your child is missing one or more of the immunizations listed below, they **WILL NOT BE** permitted to attend school until all immunizations are completed or a [*Statement of Exemption*](#) is completed.

Any parent seeking a medical, religious or philosophical/strong moral or ethical conviction exemption to the immunization law requirements must submit the form below or risk exclusion of their child from school. Form must be submitted to school nurse.

Insurance

Information on school insurance will be available to all students. Students who participate in inter-scholastic athletics, band, and/or go on school trips must have insurance or have a waiver on file prior to the beginning of the activity.

Medication Use at School

Guidelines for the administration of both prescriptive and over-the-counter medications are necessary for both safety and control reasons in a school setting.

- ✓ Medications will be given only if an “Authorization for School Medication Administration Form” is completed in full. Forms can be obtained from the school nurse or on district website under Health Suite.
- ✓ All medication must be brought to school by the parent in its original sealed container with the prescription label attached to the container, recorded, and logged in.
- ✓ Medications should be sent to school only when absolutely necessary.
- ✓ Medications that are to be taken three times a day should be given before school, after school, and at bedtime unless otherwise ordered by the physician.
- ✓ Any medication that a student is required to take during the school day must be turned into the school nurse.
- ✓ Students should not have medication in their possession at any time (other than those deemed able to self-administer and carry their epinephrine auto-injector and/or inhalers).
- ✓ No student may take medication in school without parent/guardian permission (permission on the emergency procedure card is limited to acetaminophen, ibuprofen, antacid and throat lozenges).
- ✓ For over-the-counter or patent medications, the parent/guardian may be asked to obtain written permission from the physician. Like prescription medication, patent or over the counter medication must be plainly marked/labeled with child’s name, name of medication, and directions for administering the medication. A permission slip, signed by the parent or guardian must be sent with the medication with all needed instructions for administering the medication.

Only in the event of an emergency will school district employees administer emergency medication in the absence of a school nurse in the building. It is specifically understood and acknowledged that the employees of the school district will not be held liable for their actions in administering or failing to administer the medication.

Possession/ Use of Asthma Inhalers and EpiPens

As per Board Policy 210.1: The Board shall permit students to possess asthma inhalers and epinephrine auto injectors and to self-administer the prescribed medication used to treat asthma when such is parent/guardian authorized.

Before a student may possess or use an asthma inhaler or epinephrine auto- injector during school hours, the Board shall require the following. The student’s physician and parent/guardian will complete the “Authorization of School Medical Administration Form” that includes the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility of the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.
4. The student shall be made aware that the asthma inhaler or EpiPen is intended for his/her use only and may not be shared with other students
5. The student shall notify the school nurse immediately following each use of an asthma inhaler or EpiPen.

Prescribed Medication

Medication supplied by a pharmacy as prescribed by a physician must be presented to the nurse or school office in the original sealed container, properly labeled, along with a parental note giving permission for the school nurse to give the medication to the child. In cases where a physician dispenses medication, a “Medication Certificate” must be supplied for the school nurse. This form may be obtained from the school nurse, district website under Health Suite, or from the physician’s office, but must provide the following:

1. Date of prescription
2. Name of student to receive medication
3. Name of medication
4. Directions for giving medication (dosage, timing, number of days)
5. Diagnosis (reason for taking medication)
6. Signature of physician
7. Signature of parent granting permission for the medication to be given in school

DRESS CODE POLICY

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

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

- ✓ Clothing and accessories that refer to or promote alcohol, tobacco, and/or drugs are not permitted in school.
- ✓ Clothing and accessories that display inappropriate words, slogans, logos, obscenities, and double meanings are not permitted in school.
- ✓ Sunglasses, hats, visors, bandannas, headphones, and other unapproved headwear, are not permitted to be worn in school. *Students will remove these items as they enter the building. These items must be stored in the student locker during the school day.*
- ✓ All clothing needs to be worn appropriately with no undergarments exposed.
- ✓ Clothing that is ripped above the top of the knee, revealing, or distracting, is not permitted in school.
- ✓ All shirts/ blouses must have sleeves or at least 3 inches of material covering the shoulder and encircling the arm.
- ✓ Shorts and skirts must be of finger-tip length and no shorter than mid-thigh.
- ✓ Shirts and tops must be long enough that they can be tucked in trousers. *Midriff areas must remain covered and cleavage not be exposed.*
- ✓ Jewelry that incorporates spikes, studs, or chains is not permitted in school.
- ✓ Jackets, coats, raincoats, overcoats, and other garments intended to be outerwear may NOT be worn in classrooms or halls during the regular school day. In addition, oversized pullovers and oversized fleece garments may NOT be worn in classrooms or halls during the regular school day.
- ✓ Hooded sweatshirts may be worn, however; they should be of correct size, and the hood must remain down while in the school building. In addition, students should not store/ conceal electronic devices or other items in the hood or pockets of the sweatshirt. If this occurs, the student will be required to remove the sweatshirt for that day. Additional offenses will result in: phone call to parent, and/or student not being permitted to wear a hooded sweatshirt to school.
- ✓ Clothing that may pose a safety concern or problem is not permitted.
- ✓ Leggings, spandex, yoga pants and other tight fitting material must be fully covered by an outer garment. Pajama pants are not permitted.
- ✓ Oversize clothing is not to be worn.
- ✓ Footwear must be worn at all times. *Flip-flops and sandals are allowed. However, individual departments may establish guidelines for footwear/ dress in light of safety concerns.*
- ✓ School Administrators reserve the right to make judgments as to proper grooming and dress. Our wish is to provide for each person’s individuality while at the same time maintaining certain standards of dress that will reflect positively upon the school, the student, and the community. Exceptions may be made for clothing worn in support of school-sponsored activities.

Failure to comply with the dress code will result in administrative action including the following:

- ✓ **first incident** - mandatory clothing change and parent contact
- ✓ **second incident** - mandatory clothing change and detention
- ✓ **third incident** - mandatory clothing change and in-school suspension
- ✓ **further incidents** - suspensions as warranted

**If a student is unable to obtain clothing from home, clothing will be provided for that day or student will remain in ISS for the day.

Physical Education

All TVMS students (grades 5-8) are required to change from their school clothing into appropriate clothes to be physically active. Failure to change for physical education class will result in disciplinary action (i.e., detention, ISS). Every student will be provided with a gym locker to safely store his or her clothing throughout the entire school year.

P. E. Clothing:

- ✓ All clothing should follow the school dress code policy.
- ✓ No athletic issued clothing (uniforms) is to be worn for class.
- ✓ Avoid wearing clothing with buttons, zippers, and pockets.

Footwear:

- ✓ Athletic sneakers tied on top of the sneaker.

Jewelry:

- ✓ All jewelry is to be removed prior to class.
- ✓ Ear gauges that are flat and flush with the front of the ear and the back of the ear are permitted.
- ✓ Students who choose to get a new piercing will be allotted a 2-week healing period (this will be granted only one time per school year).

Activities:

- ✓ Classes are primarily based upon lifetime and fitness activities such as archery, trail running, biking, strategic games, and other problem solving activities. Students have the opportunity to participate in several optional adventure based activities in P.E. classes. It should be understood that some of these activities involve risk of physical injury; therefore, care should be taken when deciding to participate in an adventure based activity.

PROMOTION & RETENTION POLICY

The Board recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

- ✓ Most students should not spend more than five years in middle school
- ✓ Students should be promoted to the next grade if they pass all subjects or if they fail not more than one major subject. If a student fails more than one major subject, he/she will be retained.
- ✓ If a student fails the same major subject in language arts, mathematics, science or social studies in seventh and eighth grades in consecutive years, he/she will be retained.
- ✓ Students may attend summer school, even if Twin Valley does not offer summer school. If a student successfully completes a pre-approved summer school program, he/she will not be retained. All transportation and fees for summer school will be the responsibility of the student.

If promotion is in danger, the parents shall be informed in writing no later than the middle of the fourth marking period. If a decision is made to retain, the parents shall be notified in writing at the close of the school year. Regardless of promotion or retention, there should be close cooperation between the teachers who had the child and the ones who receive him/her.

The principals have the authority to determine exceptions to this policy. The following criteria shall be used as a guide:

- ✓ Academic performance
- ✓ Maturity of the student
- ✓ Aptitude for achieving at the next grade
- ✓ Achievement test scores
- ✓ Attendance

Grading Scale for 5th & 6th Grade

Students are evaluated on their understanding and application of grade level concepts, skills, and strategies in the Pennsylvania content standards

- 4** = Performs consistently beyond grade level standards. Demonstrates superior understanding of concepts, skills, and strategies. Applies learning to other subject areas and life situations. Independently explores ideas and topics.
- 3** = Solid understanding of grade level standards. Completes tasks independently. Applies learning to other subject areas.
- 2** = Some understanding of grade level standards. Demonstrates some understanding of concepts, skills, and strategies. Requires extra time, instruction, assistance, and/or practice.
- 1** = Minimal understanding of grade level standards. Demonstrates minimal understanding of key concepts, skills, and strategies. Requires an extended amount of time, instruction, assistance, and/or practice.
- I** = Incomplete or Insufficient Evidence – The student has incomplete assignments or there is insufficient evidence of achieving the reported standard.

Additionally, students will be evaluated on the following learning behaviors: *respects others and property, works collaboratively with others, preparedness, and completion of assignments* as follows:

AL = Always **US** = Usually **SO** = Sometime **RA** = Rarely

How to Earn a 4

As educators and parents, we always want to help children not only attain their best, but also ensure they are striving for their best at all times. Therefore, it is important that both you, the parent, and your child understand how to attain a 4.

It might help to understand what types of words describe one performance of a student who receives a 4: exemplary, outstanding, above expectations, exceeding the targeted skills.

Students who receive a 4 on a certain skills have demonstrated higher order thinking and problem solving. Teachers utilize the following characteristics to evaluate whether or not a student has earned a 4: grasps, applies, and extends the key concepts, processes the skills for grade level independently and with relative ease, displays a higher level of thinking and understanding, communicates understanding effectively and thoroughly, consistently meets and, at times, exceeds the requirements.

Our goal is to ensure that all students meet or exceed the standards.

Grading Scale for 7th & 8th Grade

Students in grades 7 and 8 are assigned the following traditional achievement levels:

Letter Grade	Numerical Value
A	90– 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

*Each semester we recognize those students who reach a high level of achievement by naming them to the **Honors** honor roll or **Distinguished** honor roll.

CO-CURRICULAR/ EXTRA-CURRICULAR ELIGIBILITY (GRADES 7 & 8)

- 1) Participation in all athletic/co-curricular/extra-curricular activities is a privilege. Athletic/co-curricular/extra-curricular activities are those upon which no grade is based, i.e. athletics, long distance trips – those activities that are not required for a grade.
 - ✓ Eligibility requirements shall apply uniformly to all athletic/co-curricular/extra-curricular activities. Prior to an athletic/co-curricular/extra-curricular season, coaches/advisors must check eligibility.
 - ✓ Weekly Eligibility. Any student failing more than one course at the middle school as of 11:00 A.M. on a Friday is ineligible to participate in athletic/co-curricular/extra-curricular activities for a period of one week beginning from the immediately following Sunday through the next following Saturday. Eligibility is based on a student's cumulative average from the first day of the quarter, as well as his/her cumulative average from the beginning of the school year, whichever is lower. After a student is ineligible, his/her grades will be reviewed the following week, week by week, to re-establish eligibility.
 - ✓ Work completed and grades received following the close of a weekly period do not alter or shorten the period of ineligibility. For example – A student is declared as failing more than one credit as of 11:00 A.M. on Friday and is therefore ineligible for the next week. On Friday he takes and passes a test, or on Monday turns in back homework, and is now passing all but one of the failed courses. He is still ineligible for the entire week. Work completed after the close of an eligibility period affects only the next eligibility period.
 - ✓ Any middle school student failing more than one academic class at the end of a grade period or any related arts classes in the prior quarter is ineligible to participate in any athletic/co-curricular/extra-curricular activities for a period of fifteen school days beginning with the first day of the next grading period. At the end of the school year, the student's final grades will determine eligibility for the next grading period.
 - ✓ Yearly eligibility can be changed after the successful completion of an approved summer school course(s).
 - ✓ During the period of time a student is ineligible, the student shall not participate in any athletic/co-curricular/extra-curricular activity, in any way. The student may not practice or play in any game, performance, or activity that is of an athletic/co-curricular/extra-curricular nature.
 - ✓ Upon returning from being ineligible at the beginning of a season, due to grades, an athlete must practice a minimum of two calendar weeks before participation in an athletic event.
 - ✓ Athletics, band, and many other clubs have participation and attendance requirements. Frequent and lengthy periods of ineligibility may result in a student being removed from the athletic team, club, or organization.
- 2) Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of Concussion and Traumatic Brain Injury Information Sheet. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist, or other officially designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time. The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing

by an appropriate medical professional. The School Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

Restriction on Participation on Athletic Teams of the Opposite Sex

It is the finding of the Twin Valley School District that athletic opportunities for members of the male gender have not been previously limited. Furthermore, the School District finds that the physical size, speed, and power of male athletes would create a hazard to the health and safety of female participants. Based on the foregoing, the Twin Valley School District prohibits male participation on female athletic teams. Members of the female gender may not participate in games or practices on male athletic teams where there is either a separate female team in the particular sport, or the sport involved is a contact sport, e.g. wrestling, football, etc.

After School Activities

Students may stay after school only if participating in or attending a school sanctioned activity or event, and must be in appropriate supervised areas during this time. Students in grades 7 & 8 have many athletic and co-curricular after school activities available to them. A limited number of after school activities and intramural athletics are also available for participation by all 5th and 6th grade students.

Students staying after school as spectators must follow the guidelines below:

1. Turn-in your parent permission note to stay after school into the office on the day of the contest.
2. Report to the cafeteria after dismissal and wait there until the field or gym is open for spectators. Stay out of all other parts of the school building.
3. You must sit in the bleachers provided and watch the game, no roaming the campus or school building during this time.
4. Use only the appointed restroom of that venue.
5. You are not authorized to be in the locker room for any reason when at an after school event.
6. You MUST wait at the field or gym until picked up by a parent or guardian. You may not leave the contest area or the school campus.
7. No MS students are permitted in the district weight room without a coach.

GENERAL INFORMATION

Book Bags/Backpacks/Handbags/Purses

Book bags/backpacks may be brought to school. They must remain in the student's locker throughout the school day. Purses and handbags should also be kept in lockers. Provisions have been made to allow students to access lockers when necessary.

Chaperones & Volunteers

Volunteer and Chaperone Clearances - Any volunteers or chaperones will need to follow the guidelines for clearances set forth in Board Policy 916 available on the district website (www.tvsd.org).

Dances

Dances are special additions to Middle School social life and sponsored by our Parent Involvement Council. With privileges come responsibilities. In order to continue having dances the following rules must be maintained:

1. All school rules apply to students during the dances, including the dress code unless specifically noted otherwise.
2. Only TVMS students may attend their specific grade level dances. As a general rule, no high school students or students attending other schools are permitted to attend dances.
3. No one will be admitted after the dance has run for one-half hour (i.e. 7:00 pm dance, no one admitted after 7:30 pm) without prior permission.
4. No one is allowed to leave the dance early and return to the dance. Once students leave, they are not readmitted.
5. No loitering in the parking lot during the dances.
6. Dances end promptly at the published time. Please make sure that rides home are available at the ending time of the dance so that volunteer chaperones are not unnecessarily delayed leaving.

Hallway Behavior

Because school is a public environment, students are expected to maintain proper decorum in the hallways at all times. Inappropriate behaviors include such things as running, jumping, any use of profanity, shouting, horseplay of any type, eating and drinking anything, and public displays of affection.

Lockers

Lockers are provided for the convenience of students and should be kept locked at all times. This applies to hall lockers and gym lockers. **The school cannot assume responsibility for things that are missing or taken from lockers.**

All lockers are and shall remain the property of the school district and are on loan to students. Students should not expect that their lockers and contents thereof are subject to privacy from searches and possible seizures.

Special Note: School administrators or their designees maintain the right to open and examine any student hall or gym locker at any time, with or without the student present especially if there is reason to suspect the presence of illegal, disruptive, and/ or dangerous materials or substances.

Lunch Charges

Students may charge their lunch in the cafeteria a maximum of three times before their charging privileges are suspended.

Phones

Parents are encouraged to use the office for all communication with students. Cell phone calls and texting to and from students is permitted during lunch time, but prohibited during all other school hours. Student use of the office phones will be reserved for emergencies and issues deemed urgent by the school staff. Students who need to call home for medical concerns should seek care from the nurse prior to calling.

School Closings

Announcements for school closings and delays due to inclement weather or other emergencies will be announced as soon as possible by calling parents using the automated School Messenger system. Information will also be posted on the district website.

Student Assistance Program (SAP)

Today's students are often confronted with a variety of problems that interfere with their ability to succeed in school. Such problems include depression and the use and abuse of controlled substances. Family problems involving drugs, alcohol, or depression also establish barriers to a successful school experience. Recognizing that these students are "at risk", the Twin Valley School District has committed itself to a program that is intended to provide a means to identify these students and to afford them appropriate resources to resolve their problems. This commitment takes the form of the SAP Team.

The SAP Team's purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family), or suffer from mental health problems. This is an intervention, not a treatment program. Students who are identified are then referred to appropriate agencies for help. The team provides the student and his or her family with information and resources to help the student understand and resolve the problem. The SAP Team members include teachers, counselors, school nurse, Family Guidance Services representative, Caron representative, and Principals. Team members have undergone special training to work with these students.

Student Expression

The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must not interfere with the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. The Board requires that students who wish to distribute or post non-school materials on school property shall submit them two weeks in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent. If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy. Refer to Board Policy 220 for more information.

Student Search

The principal or his/her designee who has a reasonable suspicion that illicit material or any material which poses a hazard to the safety and good order of the school, or violates school policy may conduct searches according to the guidelines in District Policy which include: school property (locker, storage cabinets, class desks), student possessions (pocketbooks, book bags, garments, automobiles) and personal searches.

Video Monitoring

In order to increase the safety and security of the Middle School, cameras have been strategically placed throughout the hallways, common areas, and outside locations.

Reviews of video footage will be limited to the principal, the superintendent, or their designee. Video documentation of misbehavior will be preserved only until the disciplinary action / disposition is reached, unless needed for a school board hearing or law enforcement purposes.

Visitors

School policy is to accept only those visitors who have legitimate business to attend to at school. Visitors and guests must register in the middle school office immediately upon entering the building. Parents are always welcome to visit and must also register

in the school office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom parents want to meet to ensure that the staff member is available. Visitors who violate school policies may be denied access to the school or grounds. Under no circumstances are visitors allowed on the school premises without the specific permission of the principal. Any visitor on school property without approval may be arrested for trespassing.

TVMS DISCIPLINE CODE

The Twin Valley Middle School staff believes discipline should be firm, fair, and consistent. Students should keep in mind they do not have the right to interfere with the education of other students in the school. Behavior that interrupts the smooth running of a classroom or risks the safety and welfare of others will be dealt with in a most serious manner. Our primary function is to educate, and those who hinder attainment of that goal are in violation of that basic goal. The educational process of a student is dependent upon individual self discipline. The most positive influence a student will have on a class is the responsibility for his/her own conduct. Our philosophy includes student accountability to the learning community. Students who cause harm or damage to others will be asked to repair the harm and offered restorative options to remain an important part of their community.

The Raider Pride Program seeks to build positive relationships and community spirit for all students at the Middle School. Involvement in this advocacy program provides students an opportunity to better understand themselves, their peers, and the larger school community. Activities and discussions about cooperation, diversity, bullying, resilience, and goal setting are important components of this program. In addition to school wide events, students are encouraged to demonstrate positive acts of kindness and support to their school community. Students are recognized for their positive behavior and contribution to the school community.

Not all behaviors are specifically addressed in this code. Behaviors not listed will be referred to and handled by the building Administrators. The following is a list of possible disciplinary responses.

Possible Disciplinary Responses

Reflection Writing	Special Written Assignments	Temporary Time Out
Verbal Reprimand	Guidance Counseling	In/Out School Suspension
Seat Change	Parental Contact / Meetings	Staff/Peer Mediation
Behavioral Contract	Restriction of Privileges	Lunch Detention
Strict Supervised Study	Schedule Change	Restorative Meetings
Detention		

Repeated infractions of the behavior code will be handled in a progression of levels, and will include mandatory parent meetings, behavioral interventions, and possible restrictions and modification of participation in activities outside of the required school curriculum.

Definitions

Detention - Teacher directed instruction on decision making and appropriate behaviors from 2:45 to 4:15 p.m., or for an hour prior to the start of school. Students must complete the written work associated with the instruction before being dismissed from detention. Some students find themselves in violation of a rule which leads to an after-school detention. A detention date and time is issued to the student and he/she is required to serve it. This requires the student to seek an alternative form of transportation. While this may be an inconvenience, your child must take responsibility for his/her own actions. There will be ***no exceptions***. Any student who does not serve an assigned detention will be given additional consequences.

In-school suspension – Student reports to school and is assigned to the ISS room for the specified number of days. **Disruptions in ISS will result in time added on to the suspension while repeated disruption will result in out-of-school suspension.** Participation in after-school activities, including athletics, is not allowed during and between suspension days.

Out-of-School Suspension - In accordance with 22 PA Code, Section 12.1 et seq., temporary, Out-of-School suspensions may be made by the principal without a hearing for a period of up to three days. A student must be informed of the reasons for the suspension and be given an opportunity to respond before the suspension becomes effective. For what is termed a full, Out-of-School Suspension (a suspension of up to ten days), an informal hearing before the principal must be offered to the student and the student's parents.

Students who are suspended out of school remain out of school during the period assigned and may not participate in school activities or be present on school property. Parents/guardians are urged to restrict students to their home and have them do homework assigned.

Initial notification should be accomplished within 24 hours by phone with a Parent/Guardian/Student/Assistant Principal and/or Principal Conference to occur during the suspension period prior to re-admittance to school.

Disorderly Conduct - Students who engage in disorderly conduct by fighting with or threatening others, engaging in violent or tumultuous behavior, making unreasonable or offensive noise, using obscene language or gestures, or creating hazardous or physically offensive conditions by actions which serve no legitimate purpose, may be issued a disorderly conduct citation by the school administration. This citation will result in a fine by the District Justice.

Expulsions/School Board Hearings - Any student who is involved in a series of disruptive activities or who continues to violate school rules to the point of being disruptive to the program may be scheduled for a school board hearing. At this hearing, the school board will rule on the necessity of excluding this student from school for a period to exceed the ten-day maximum imposed by the school administration. Before reaching the hearing stage, student and parents will be counseled by school personnel and have a meeting with the superintendent or designee.

Under certain circumstances that include admission of disciplinary violation, a student and their parents/guardians may be offered the option to enter into an agreement that includes a waiver of the formal and due process hearings.

VARIOUS OFFENSES AND RECOMMENDED DISCIPLINARY ACTIONS

Accumulation of After School Detentions per School Year

No student will serve more than ten detentions per year. Following the tenth detention, a parent meeting will be required and any further detentions assigned will result in in-school suspension.

Cheating

Students involved in cheating and/or unauthorized copying of schoolwork or other educational material will receive an alternate assignment or assessment and assigned detention. More severe or involved offenses may result in additional disciplinary actions by the school administration.

Controlled Substances (including alcoholic beverages and/ or other drug paraphernalia)

The school district has a zero tolerance for and prohibits students from using, possessing, distributing and being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity and during time spent traveling to and from school and school-sponsored activities.

- 1) A student who possesses drug-related paraphernalia and/or a student possesses (actively or constructively), uses, or is under the influence of drugs, alcohol, or mood-altering substances.
 - a. **First Offense**: Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent of Schools and Law Enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for seven (7) days, and may be required to undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility. Uncooperative behavior will lead to an additional three days of suspension and possible board hearing.
 - b. **Subsequent Offense(s)**: Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent of Schools and Law Enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for ten (10) days, and may be required to undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility. The Superintendent of Schools may also request a formal disciplinary hearing to be scheduled before the Board of School Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.

- 2) A student distributes or possesses with intent to distribute (administrative discretion) a drug, alcohol, or mood-altering substance.
 - a. **Each Offense**: Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent of Schools and Law Enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for ten (10) days. The Superintendent of Schools may also request a formal disciplinary hearing to be scheduled before the Board of School Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.

For purposes of this policy, “controlled substances” shall mean:

- ✓ All dangerous controlled substances prohibited by law
- ✓ All “look alike” drugs

- ✓ All alcoholic beverages
- ✓ Anabolic steroids
- ✓ All drug paraphernalia
- ✓ Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
- ✓ Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to district procedures.
- ✓ Synthetic drugs

Special Note: After a drug and alcohol assessment has been completed, the School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Cutting Class

- ✓ One cut – one day in-school suspension
- ✓ Two cuts – two days in-school suspension
- ✓ Additional cuts – suspensions as warranted

Disruption of Class or School

- ✓ First offense – verbal reprimand & parent phone call from teacher
- ✓ Second offense – seat change & parent phone call from teacher
- ✓ Third offense – detention & parent meeting with teacher and administrator
- ✓ Additional offenses – suspension as determined appropriate.

Driving Regulations

Middle School students are not permitted to drive to school. Any offense will result in suspension and a possible school board hearing.

Electronic/Internet Devices:

The TWIN VALLEY SCHOOL DISTRICT (district) School Board recognizes that electronic devices are an integral part of the daily lives and culture of the district's students and personnel (users). Specific guidelines for acceptable use shall be administered at the elementary, middle and high school levels.

Electronic device - any personal or portable device designed for mobile communication, recording or transmitting audio/visual content, interacting with or accessing media, or providing a connection to the internet or other audio/visual resources.

Electronic devices are permitted in all district-owned buildings, on school grounds, in school vehicles, and/or while participating in school-sponsored activities on or off school premises unless prohibited by district administrators.

Building administrators or designee shall have the right to regulate use of electronic devices.

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

Network access

The district reserves the right to provide a segregated network that would allow users to connect a personal electronic device using district access resources.

Loss or damage

Users are solely responsible for the safe storage of any personal electronic devices that they may choose to bring to any district building or premises. The district shall not be responsible for the loss of or damage to any electronic device owned by a user.

The School Board prohibits all students from any use of electronic devices in locker rooms, bathrooms or other changing areas.

The School Board prohibits students from using any electronic device to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows, concerts, etc.

Endangering Others / Physical Altercations

Definition: *Any behavior that endangers other students, staff, or visitors in the school.* This includes physical altercations between students that are not considered fights; behaviors such as biting, spitting, and any behavior that could result in injury, illness, or damage to others. Consequences may include detention, ISS, or OSS.

Failure to Attend Detention

- ✓ First cut – detention rescheduled.
- ✓ Second cut – lunch detention until after school detention is served. (Lunch detention may not replace after school detention.)
- ✓ **If detention has not been served by the third week, student will be assigned 1 day OSS.**

Note: Students must have a note stating that they are unable to attend **before the scheduled date of the detention.**

Failure to Cooperate in Emergency Situation

Failure to cooperate with authorized school district personnel in an emergency situation, or in emergency situation drills, may result in immediate suspension.

Fighting on School Property

(Grades 7 & 8)

- ✓ The first offense will include at least a three-day out-of-school suspension for one or both participants, depending on their involvement. Disorderly conduct charges may also be filed against participants, especially if there is any indication of a premeditated act on the part of either persons.
- ✓ Second offense will result in at least a five-day out-of-school suspension. Disorderly conduct charges will be filed against the repeat offender.
- ✓ Third offense will result in a ten-day out-of-school suspension. Disorderly conduct charges will be filed against the perpetrator(s) repeat offender.
- ✓ Additional charges may be filed in more serious fighting or assault violations. The fine imposed could be up to \$300 or community service as determined by the District Justice.

Note: This includes any type of horseplay that creates a medical condition which exceeds the treatment able to be provided by the school nurse.

(Grades 5 & 6)

- ✓ The first offense may include a three-day in-school suspension for one or both participants, depending on their involvement.
- ✓ Second offense may include at least a three-day out-of-school suspension for one or both participants, depending on their involvement.
- ✓ Third offense may result in a five-day out-of-school suspension.

Note: This includes any type of horseplay that creates a medical condition which exceeds the treatment able to be provided by the school nurse.

Fire Alarm

Tampering with the fire alarms, extinguishers, or evacutrac, or activating a false alarm will result in a ten-day, out of school suspension, the informing of legal authorities, and prosecution as appropriate, and a possible school board hearing.

Forgery

Any student caught forging the signature of any member of the school staff or parent(s) or guardian(s) will be subject to any of the consequences listed below regardless of parent/guardian permission for such forgery.

- ✓ Before or after school detention(s)
- ✓ In-school suspension
- ✓ Out-of school suspension

Horseplay/Pushing and Shoving

Definition: *Any action that causes or could cause harm or injury to another student.* Both parties may be subject to disciplinary responses regardless of who initiates the incident.

- ✓ Consequences will be determined based on severity and frequency of the action by the administrator.

- ✓ Horseplay that creates a condition that requires medical attention beyond the scope of the school nurse will result in an automatic out of school suspension.

Inappropriate Language

The use of profanity, sexual, racial, ethnic, language or gestures toward, with, or about other students; or any suggestive language, baiting, or language intended to injure others is inappropriate in the school environment. Consequences will depend upon the situation and may include detention, ISS, parent meetings, or OSS.

Insubordination/Willful Disobedience

Insubordination occurs when a student refuses to comply with a reasonable request from an administrator, teacher, substitute teacher, staff member, or authorized presenter. Consequences will follow the general sequence below, however, severe infractions may warrant additional consequences.

- ✓ First offense – conversation with student, followed by parent phone call by teacher
- ✓ Second offense – detention & parent phone call by teacher
- ✓ Third offense – parent meeting with guidance counselors & teacher to generate behavior contract
- ✓ Further offenses – suspensions as warranted
- ✓ OSS

Late to Class (per quarter)

- ✓ First & Second offenses – warning
- ✓ Third offense – parent phone call by teacher
- ✓ Fourth offense – detention
- ✓ Fifth offense – restricted hall privileges & behavior contract

Leaving School without Permission

- ✓ First offense – one day in-school suspension
- ✓ Second offense – two days in-school suspension
- ✓ Additional offenses – suspensions as warranted

Personal Property

The Board will not be responsible for the personal property of students or other persons using the school facilities.

Possession and/or Use of a Deadly or Offensive Weapon

Any weapon or dangerous instrument as defined by the Board Policy (No.818) will result in:

- ✓ Notification of the legal guardian of any minor involved in the incident
- ✓ Notification of incident to local police department
- ✓ Notification of incident to Superintendent or Assistant Superintendent
- ✓ Assignment of ten-day out of school suspension
- ✓ An expulsion of one year is mandated by school law following a School Board hearing, unless a lesser penalty is recommended by the Superintendent and accepted by the School Board.

Board Policy defines “weapons” to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. This definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc.

Possession and/or Use of an Incendiary or Explosive Device (including fireworks in school)

- ✓ First offense may result in up to ten days out of school suspension and the reporting of the incident to the proper legal authorities.
- ✓ Second offense will result in a ten day out of school suspension, reporting of the incident to the proper legal authorities, and a school board hearing to consider further exclusion from school.

Definition: The term fireworks shall mean and include any lighter, match, or fire producing agent.

Public Display of Affection

Holding hands, embracing, and kissing are not appropriate in a school setting. Any student that engages in these activities may be subject to the following:

- ✓ First offense – verbal warning
- ✓ Second offense – parent notification from teacher
- ✓ Third offense – detention

Refusing a Search

A student may not refuse to allow administration to conduct a search of their person or possessions when there is reasonable suspicion that illicit material or any material which poses a hazard to the safety and good order of the school, or violates school policy, is present. Violations will result in:

- Notification of the legal guardian
- Notification to the local police department if there is suspicion of any illicit material.
- Notification to Superintendent or Assistant Superintendent.
- 10 days Out-of-School suspension.
- Expulsion via Waiver or School board hearing

Tardiness to School

More than three unexcused tardies for the entire school year will result in assignment of detention.

- ✓ Fourth unexcused tardy – one assigned detention
- ✓ Fifth unexcused tardy – two assigned detentions
- ✓ Sixth unexcused tardy – parent meeting with guidance counselors
- ✓ Additional tardiness will result in various consequences, including lunch detentions, each time an unexcused tardy occurs.

Terroristic Threats and Acts

Students who engage in threats to commit any crime of violence communicated by any means resulting in the terrorizing of others, or communicated with reckless disregard for the risk of terrorizing others; or any threat to commit any threat of violence causing evacuation of a building; or causing serious public inconvenience, with reckless disregard of the risk of causing such terror or inconvenience may be immediately suspended, referred to the police for criminal action, and may be recommended for expulsion. Additional restrictions may be imposed and the student may thereafter be subjected to random searches.

Theft

Any student involved in theft on school property will receive a suspension. Restitution will be required and if necessary reported to local law enforcement officials.

- ✓ First Offense: 3-5 days OSS
- ✓ Second Offense: 5-10 days OSS

Tobacco Products on School Property: Use or Possession

Twin Valley School District prohibits the possession or use of tobacco, vapor products, and their delivery devices by students in its school buildings, stadiums, bleachers and on any property that is owned, leased, or controlled by the school district. This prohibition extends to all buses, vans, and other vehicles owned by, leased by, or under the control of the school district. A student in possession of or using tobacco, vapor products, and their delivery devices on school property or at a school-related event may be cited. This citation can impose a fine plus court costs.

First Offense: Citation & ISS

Second Offense: Citation/ISS/OSS as warranted

Unexcused/Unlawful Absences

First Instance: Warning

Second Instance: Phone Call

Third Instance: ISS, as warranted

Vandalism

Definition: Damaging tangible property of another intentionally, recklessly, or by negligence, or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible property of another.

First offense will result in an out-of-school suspension, which may be as high as ten days, and full restitution before the student is re-admitted to school. Further acts of vandalism could result in prosecution and/ or a school board hearing to consider further exclusion. Any act of vandalism which disrupts the normal running of the school will lead to prosecution and a school board hearing on the first offense.

SPECIFIC SCHOOL BOARD POLICIES

Acceptable Use of Internet/Electronic Communication

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

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

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

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

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

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

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

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

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district makes no guarantee that the functions or services provided by or through the district internet, computers or network resources will be error-free or without defect.

The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

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

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

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

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

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

Use of Personal Electronic Devices - see SB Policy 237

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

Privacy - The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off district property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via

the internet to ensure compliance with this and other district policies, and state and federal law. All emails and messages, as well as any files stored on district technology resources may be inspected at any time for any reason.

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

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

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

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

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

The following uses of district technology resources are prohibited:

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

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

References:

18 USC 2256 *Harmful materials definitions*
18 PA CSA 6312 *Sexual abuse of children*
20 USC 6777 *Internet safety*
18 PA CSA 5903 *Obscene and other sexual materials and performances*
24 PS 4604 *School entity Internet policies*
24 PS 4610 *School entity Internet Disabling blocking technology for use by certain persons*
47 U.S.C. § 254; and Act 24 P.S. § 4601 *Children's Internet Protection Act*
SB Policy 237

Access and Security Prohibitions

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

- Misrepresentation (including forgery) of the identity of a sender or source of communication
- Acquiring or attempting to acquire passwords of others or giving your password to another
- Altering communication originally received from another person or computer with the intent to deceive
- Disabling virus protection software or procedures
- Altering or attempting to alter files, system security software or systems
- Unauthorized wiring
- Connecting unauthorized hardware and devices to the network
- Intentionally damaging or destroying the integrity of electronic information
- Intentional destruction of district hardware or software

- Failure to comply with requests from teachers or district administrators to discontinue inappropriate activities
- Post personal contact information about themselves or other people
- Engage in any illegal act
- Send terroristic threats, harassing communications, or hate mail
- Political lobbying as defined by the PA Lobbying Registration Act. Employees and students may use the system to communicate with their elected representatives to express their opinion on political issues.
- Advertising of any kind
- Unauthorized fundraising
- Unauthorized use of the Twin Valley School District's name
- Copyright violations
- Plagiarism
- Students are prohibited from any use of any electronic device (including personal device) in locker rooms, bathrooms or other changing areas. (See Policy 237)
- Use any electronic device (including personal device) to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows concerts, etc. (See Policy 237)

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

Operational Prohibitions

The following operational activities and behaviors are prohibited:

- ✓ Interference with or disruption of computer or network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses," the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. In other words, the user may not hack the Network or others' computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person's computer.
- ✓ Altering or attempting to alter files, system security software or the systems without authorization.
- ✓ Unauthorized scanning of the Network for security vulnerabilities.
- ✓ Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
- ✓ Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.
- ✓ Connecting unauthorized hardware and devices to the network.
- ✓ Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
- ✓ Intentionally damaging or destroying the integrity of electronic information.
- ✓ Intentional destruction of district computer hardware or software.
- ✓ Intentionally disrupting the use of electronic networks or information systems.
- ✓ Negligence leading to damage of district electronic information, computing, or networking equipment.
- ✓ Failure to comply with requests from appropriate teachers or district administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

Safety

- ✓ To the extent possible, users of the network and Internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- ✓ Users will not post personal contact information about themselves or other people, in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.
- ✓ Student users will agree not to meet with someone they have met online.

- ✓ Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- ✓ Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code.

Consequences

Students who inappropriately use or misuse the district network, hardware/equipment or software may be subject to disciplinary action. The proceedings could result in a fine, payment of costs related to labor/parts to repair and/or replace equipment, or a hearing before the Board of School Directors.

The Twin Valley School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

In the event there is an allegation that a student has violated the District's Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the Student Disciplinary Code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code

Anti-Bullying Policy

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

Bullying shall mean intentional verbal, written, electronic or physical conduct directed at a student by another student(s) that is severe, persistent or pervasive, and has the effect of:

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

The term *bullying* shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal or appropriate school administrator for further investigation.

Any student who retaliates against another student for reporting bullying, or for testifying in an investigation or a hearing about bullying, may be subject to consequences as defined in this discipline code.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities as defined in the Discipline Code. Depending on the severity of the situation, the building principal may also take the appropriate steps to ensure students' safety. Such steps may include separating and supervising the students involved; providing staff support for students as needed,

reporting incidents to law enforcement, if appropriate; and the implementation of a safety plan and/or supervision plan with parents/guardians.

Note: Twin Valley Middle School incorporates anti-bullying curriculum in the Raider Pride program throughout each school-year as an awareness and preventive practice. Anti-bullying signs and posters are posted throughout the school building as a reminder of school community beliefs and practices regarding bullying and bullying behavior.

Bus Regulations

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

Students should:

- ✓ Obey the bus driver
- ✓ Be at the bus stop ten (10) minutes prior to pick up.
- ✓ Enter the bus and take their seats without disturbing other students.
- ✓ Talk in a normal voice. Do not shout.
- ✓ Never put their arms or heads out of the windows.
- ✓ Remain in their seats while the bus is in motion.
- ✓ Ride only their assigned buses.
- ✓ Wear seat belts at all times on those vehicles which have them installed.

Students should not:

- ✓ Throw items on the bus or from the bus at any time.
- ✓ Eat or drink on the bus at any time.
- ✓ Play any type of radio, tape, or CD players without headphones on the bus (The district and contractors are not liable for any damage or theft of these items.).
- ✓ Smoke on a school bus.
- ✓ Take items that cannot fit on a student's lap on the bus.

School Procedures for Misconduct

The school bus driver is expected to be in control of the bus and the passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school principal or designee. The school principal will take whatever actions he/ she deems necessary to correct the situation. Parents will be advised by the building principal when reports of misconduct are made to the school office. The building principals are the only ones with the authority to suspend transportation privileges. A parent of a student whose transportation privilege is suspended must confer with the school administration before the privilege is restored.

Conduct at the Bus Stop

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

Behavior Violations

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

- ✓ Fighting*
- ✓ Bullying Behavior
- ✓ Smoking/chewing tobacco/use of tobacco*
- ✓ Eating/drinking
- ✓ Damaging property
- ✓ Standing, walking, refusing to remain seated
- ✓ Throwing objects in or out of bus
- ✓ Hanging any body part out of the windows
- ✓ Unnecessary/excessive noise
- ✓ Profanity and/or bad language
- ✓ Tampering with bus equipment (i.e., emergency doors, etc.)
- ✓ Refusing to ride assigned bus or riding on an unassigned bus without prior permission.
- ✓ Boarding a bus at an unassigned stop
- ✓ Leaving a bus at an unassigned stop

- ✓ Refusing to obey the driver
- ✓ Refusing to sit in an assigned seat
- ✓ Any violation of the student discipline codes
- ✓ Other misbehavior related to safety or well-being

*immediate suspension of bus privileges without a warning.

Large Article on Buses

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

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

Transportation/Video Monitoring

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to serious misbehavior. The responsibility for maintaining reasonable discipline on board the district's school busses begins with the individual driver. Bus Incident reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as re-assigning seats or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as per existing district guidelines or procedures. If patterns develop or violations occur, the principal and/or bus driver may request the use of video-audio monitoring. The District Operations Director will review and approve or disapprove the request. Upon approval, the video-audio monitoring device will be installed. The device will be installed on an as-needed basis. A warning (via a posted decal) informs riders that a video-audio monitoring system may be used at any time. Disks will be erased and re-recorded if no incidents occur.

Reviews of video-audio disks will be limited to the Principal, District Operations Director, the Superintendent's Designee and the Superintendent. During an expulsion hearing school directors have a right to view a video-audio if the video disk provides evidence in the case. Video-audio recorded documentation of misbehavior will be preserved only until the disciplinary action / disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased and/or recorded over.

The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records. Accordingly, a parent/guardian will be permitted to view a tape only if no other student is identified. A request for viewing a video-audio disk may be made by a student's parents or guardians if the student has been videotaped and disciplinary action has been recommended. All requests should be in writing addressed to the principal of the student's school.

Harassment Policy

Unlawful, ethnic, or sexual harassment is prohibited at Twin Valley. Unlawful harassment includes repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct (such as touching, rubbing, grabbing, pushing, hitting, or punching) about another person's race, color, ancestry, religion, sex, national origin, age, or handicap/ disability.

Ethnic harassment includes the repeated, unwelcomed, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment, as defined by the board policy, may include, but is not limited to the following: pressure for sexual activity; repeated sexual remarks with demeaning implications to a person; unwelcome touching (e.g. pinching or patting); unwelcome flirtations, including those of sexual nature; graphic verbal commentaries or innuendoes about a person's body; displaying sexually suggestive objects or pictures; using obscene remarks or gestures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job or position.

Allegation of harassment should be reported to the building principals. The district will investigate. If guilty, a student shall be subject to disciplinary action including suspension or expulsion consistent with the student disciplinary code and due process.

- ✓ First offense – All parties involved receive official warnings to cease and desist the harassing behavior. Serious first offenses may require additional consequences. (See further consequences.).
- ✓ Further offense – May result in any one or a combination of the following – suspension, disorderly conduct citation, and/ or police involvement. Sexual harassment offenses will be referred to the school district's Title IX Officer and/ or the Caernarvon Police Department.

Hazing Policy

Hazing is any action which endangers the health or safety of a student or destroys/ removes public or private property for the purpose of initiating or admitting a student into any organization of the school district. A student found to be in violation of this policy shall be subject to disciplinary measures set forth in the discretion of the building administrator, which may include suspension, and/ or permanent exclusion from athletic teams, athletic events, extra-curricular and co-curricular activities and events, in accordance with due process.

Maintenance Advisory – Pest Management

Twin Valley School District has contracted with a licensed commercial pesticide provider for an integrated pest management program at all of our buildings. An integrated pest management system is an effective and environmentally sensitive approach to pest management which involves monthly inspections and the judicious use of pesticides. Copies of building inspection reports are maintained in the administration office for each building and are available for review by interested persons. All related documents are on file in the office of the Physical Plant Director. Anyone wishing to review these files may do so by appointment. Please call 610-286-8652.

Skateboards

The Twin Valley School Board prohibits the use of skateboards, in-line skates, rollerblades, bicycles, ATV's, motorcycles, snowmobiles, go-carts, or unregistered or unlicensed motor vehicles on school property. Any person found in violation of this policy may be subject to a charge of disorderly conduct. Any student of the district who shall be in violation of this policy shall be subject, in addition to any other penalty imposed hereby, to other disciplinary action authorized by district policy, including suspension and expulsion.

Student Educational Records

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

- ✓ The right to inspect and review the student's education records within 45 days of the date the District receives a request for access.
- ✓ The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- ✓ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that is authorized by FERPA permits disclosure without consent to school officials with legitimate educational interest.
- ✓ The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

In accordance with law, the school district shall maintain required records concerning adjudicated students and transfer student discipline for offenses involving weapons, alcohol, drugs, and violence on school property.

When a student transfers to this district, a certified copy of the students disciplinary records shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection.

TVSD Approved Safe Snack List

The Twin Valley School District is committed to the wellness of our learning communities and supports our students and staff diagnosed with life threatening allergies or other medical concerns. People diagnosed with severe allergies can have devastating reactions that can result in serious illness, or in extreme cases, death when exposed to a specific food allergen. In recognition of the welfare of our students and staff, TVSD has adopted the following procedures to address classroom birthday celebrations, daily snacks (if permitted by the classroom teacher), and classroom parties.

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

3. While food is not necessary for seasonal classroom parties, if any treats are provided to students during parties they must follow the guidelines of the recommended safe snack list. The following list pertains to snacks brought into the classroom and is a guide for families to help keep our students safe from allergen exposure.

- Fresh Veggies (ex. cucumbers, carrots, celery)
- Fresh Fruit: (ex. apples, grapes, bananas)
- Applesauce
- Annie's Organic Bunny Fruit Snacks
- Skinny Pop Popcorn- sea salt
- Pretzels- plain/salted/or gluten-free (no flavors)
- Sensible Portions Garden Veggie Straws
- Utz Potato Chips- plain/ripple (no flavors)
- Wise Potato Chips- original/kettle/ridges (no flavors)
- Tostitos Tortilla Chips-plain (no flavors)
- Utz Tortilla Chips- plain (no flavors)
- Cheese sticks
- Yogurt

TVSD requests that you please read ingredient labels each time and keep in mind if you are sending in veggies or the specific fruits listed, that they have been prepared in a clean environment without risk of cross contamination. Additionally, food must be in its original packaging and sharing of food between students will not be permitted. If your student is in the elementary grades you may send in a bulk bag of a snack item with your child's name labeled on the bag and the teacher will distribute from that bag daily.