

**TWIN VALLEY  
HIGH SCHOOL**



**STUDENT HANDBOOK  
2017-2018**

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## ACCEPTABLE USE POLICY - No. 819

### No. 819 - Acceptable Use of Internet/Electronic Communications

The Twin Valley School District (school district) provides employees, students, School Board members, and guests (users) with access to the school district's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Any unauthorized third party usage of Twin Valley School District's computers, network, Internet, electronic communications and information systems is prohibited.

Computers, network, Internet, electronic communications and information systems (collectively, CIS systems) provide vast, diverse and unique resources. The MIS Director will provide access to the school district's CIS systems and network for users in order to access information, research, and collaboration to facilitate learning and teaching to foster the educational purpose and mission of the school district.

#### 1. Electronic communications

Any transfer of signals, writings, images, sounds, data or intelligence that is, created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications systems. For purposes of this Policy, an electronic file that has not been transmitted is not an electronic communication.

#### 2. Internet

The Internet is an unregulated global communications environment in which information changes constantly. Some of this information may be inappropriate for users, based on age and/or development levels.

#### 3. Network

The Twin Valley School District network is a managed communications environment using wired and wireless connections linking together school electronic devices.

#### 4. Electronic Devices

Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, laptop computers, existing and emerging Mobile Communication Systems and Smart Technologies (cellphones, smartphones, walkie-talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, Blackberry™ handsets, etc.), PDAs (Palm© organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods©, Walkmen™, etc.), digital or film cameras, digital or analog audio recorders or video recorders (tape recorders, camcorders, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

#### 5. Incidental Personal Use

- Use by an individual for occasional personal communications. Personal use must comply with this policy and all other policies, procedures and rules, and may not interfere with the employee's job duties and performance or the student's educational responsibilities, with the system operations, or with other system users. Under no circumstances should the employee or the student believe that their use is private; the school district reserves the right to monitor access and use of its network.
- 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 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 resulting from access to the Internet.
- The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.
- The IT Administrator will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.
- Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. The building administrator shall have the authority to determine what inappropriate use is.

## Prohibitions

The use of the District Technology for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. All users of the network are strictly prohibited from engaging in the activities listed below. The District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network.

These prohibitions are in effect any time School District resources are accessed whether in school, directly from home, or indirectly through another Internet service provider.

### A. General Prohibitions

It is prohibited to use the network to/for:

1. Non-work or non-school related communications unless the employee's use comports with this policy's definition of incidental personal use.
2. Access indecent, obscene, pornographic, child pornographic or terroristic material.
3. Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
4. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
5. Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, terroristic and/or illegal.
6. Sending terroristic threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations).
8. Facilitate any illegal activity.
9. Communicate through e-mail for non-educational purposes or activities, unless it is for an employee's incidental personal use as defined in this policy.
10. Commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable district policies), unauthorized fund raising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.
11. Political lobbying, as defined by the Pennsylvania Lobbying Registration Act, 46 P. S. §§ 148.1 et seq., as amended, and the Pennsylvania Election Code, 25 P. S. §§ 3241 et seq., as amended. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
12. Advertising of any kind, unauthorized fundraising or unauthorized use of the Twin Valley School District's name will not be permitted on the Internet or e-mail, or any other online service.
13. Anything that results in a copyright violation.
14. The illegal installation, distribution, reproduction or use of copyrighted software on District computers or student owned computers, or the copying of District software to unauthorized computer systems.
15. Intentionally infringing upon the intellectual property rights of others.
16. Use of the Network to commit plagiarism.
17. Making available material or information the possession or distribution of which is illegal.
18. Unauthorized access, interference, possession, or distribution of confidential or private information.
19. Intentionally compromising the privacy or security of electronic information.
20. Posting personal web pages without administrative approval.

### B. Access and Security Prohibitions

Users must immediately notify the IT Administrator if they have identified a possible security problem. The following activities related to access to the District's computer network and the Internet are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another.
3. Revealing a password or otherwise permitting the use of others (by intent or negligence) of personal accounts for computer and network access.
4. Using or attempting to use computer accounts of others. These actions are illegal, even if only for the purposes of

“browsing”.

5. Altering communication originally received from another person or computer with the intent to deceive.
6. Use of the District system to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, being involved in a terroristic threat against any person or property.
7. Disabling virus protection software or procedures.

### C. Operational Prohibitions

The following operational activities and behaviors are prohibited:

1. 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.
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the Network for security vulnerabilities.
4. 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.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.
6. Connecting unauthorized hardware and devices to the network.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
8. Intentionally damaging or destroying the integrity of electronic information.
9. Intentional destruction of district computer hardware or software.
10. Intentionally disrupting the use of electronic networks or information systems.
11. Negligence leading to damage of district electronic information, computing, or networking equipment.
12. 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.

### D. Content Guidelines

Information electronically published on the District's network, including, but not limited to the District's World Wide Web pages shall be subject to the following guidelines:

1. Published documents or video conferences may not include a child's phone number, street address, or box number, or names (other than first names) or of other family members.
2. Documents or videoconferences may not contain objectionable material or point directly or indirectly to objectionable materials.
3. Documents must conform to District policies and guidelines, including the copyright policy.
4. Documents to be published on the World Wide Web must be edited and approved according to District procedures before publication.

Copyright Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the District system. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Teachers will instruct students to respect copyright, request permission when appropriate, and comply with license agreements. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on the District's computers is expressly prohibited. This includes all forms of licensed software - shrink-wrap, clickwrap and electronic software downloaded from the Internet. District guidelines on plagiarism will govern use of material accessed through the District system. Users will not plagiarize works that they find on the Internet. Teachers will instruct students in appropriate research and citation practices.

### Safety

1. 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.
2. 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.

3. Student users will agree not to meet with someone they have met online.
4. 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.

#### Consequence - Due Process and Search and Seizure

##### Due Process

The District will cooperate fully with the District's Internet Service Provider, local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the District system. 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.

##### Search and Seizure

User violations of the District Acceptable Use Policy, the Student Disciplinary Code, District Policy or the law may be discovered by routine maintenance and monitoring of the District system, or any method stated in this policy, or pursuant to any legal means.

The District retains the right to search any personal computing or storage devices.

The District reserves the right to monitor any electronic communications, including but not limited to Internet access, and e-mails. Students and employees should not have the expectation of privacy in electronic communications, even when used for personal reasons.

##### District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

First Offense: 1 Day ISS, Loss of Privileges for 2 weeks and/or paid cost for staff hours required to repair/restore system secure operational levels. Consequences may be more severe if warranted by the offense.

Additional Offenses will be assigned discipline according to the severity of the infraction and may include any of the following:

- Loss of computer/technology privileges for at least four weeks or balance of school year
- Suspension
- Disorderly Conduct Citation
- Notification of Police

## 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. This policy is hereby adopted in coordination with the intended goal of this School District to eliminate unnecessary and excessive student absence. The policy shall apply to all students who are required by the laws of this Commonwealth, and the regulations of the Department of Education, to be in attendance as students enrolled in the Twin



Valley School District. 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, which shall be not later than at the age of eight years, until the age of 17 or graduation from a regularly accredited senior high school. No student shall be admitted to the District's school 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.

Excused Absences - The guidelines governing excused absences are established by the Department of Education and may be found in Chapter II 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. The following are the only reasons an absence will be excused:

- A. Observance of a student of a bona fide religious holiday in accordance with the student's religious beliefs. Religious instruction is restricted to a maximum of 36 hours per school year. Participation in such instruction shall be voluntary, shall be based upon the written permission of parents/guardians, shall be restricted to one (1) hour per week, and shall be supported by the provision to the District of a weekly attendance record by the sponsor of such religious instruction.
- B. 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.
- C. 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:
  1. Illness
  2. Physical Injury
  3. Death in the student's immediate family
  4. Other reasons properly deemed to be "urgent" by the building principal(s)
- D. Educational trips, not school sponsored. 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 the Director of Instructional and Pupil Personnel 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.
- E. 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.
- F. 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; and any instruction or transportation costs associated with receiving tutorial instruction shall be the responsibility of the parent/guardian involved.
- G. With prior approval from the Superintendent or designee, a student may receive up to ten additional excused absences for the purpose of visiting with a parent, guardian, or family member who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

Unexcused Absence and 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:

- A. 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 on the last day of the Semester Course or year course, the student shall not be granted credit toward

graduation or promotion for any such semester course or yearly course.

- B. 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.
- C. 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.
- D. The Board authorizes the building principal(s) to revoke driving privileges from any student who reaches five (5) days of unexcused absence in any given marking period during the school year. Regardless of the marking period in which driving privileges are revoked, the revocation may be effective from the date of revocation until the end of the school year.

**Student's Obligation Upon Reporting to School** - A student must report to his or her homeroom or first class before the tardy bell rings. If a student enters homeroom period or class late and unexcused, this offense will be classified as a tardy to school. If a student arrives at school after the homeroom period or first class has ended, he or she must report to the office. Any student who fails to do so will be charged with an unexcused absence for the entire day.

**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:

- A. Missing the bus
- B. Oversleeping
- C. Automobile Failure
- D. Cutting Class
- E. Failure of parent to arrange for child care
- F. Personal Reasons

**Excessive Excused Absence** - There are many patterns of absence that defy credibility (ex: every Friday, every Monday, every other day). When, in the opinion of the building principal(s) and in accordance with the School Code, a student demonstrates a pattern of chronic absence, a medical excuse may be required.

**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.

Graduating seniors who submit satisfactory documentation may be excused from school attendance for a maximum period of three (3) school days for the purpose of attending required interviews for college admission or for attendance at bona fide interviews for full-time, postgraduate employment provided that such interviews cannot be scheduled outside of school hours. Juniors who submit satisfactory documentation may be excused from school attendance for a maximum of three (3) school days for college visitations (including the College Fair).

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. Each principal will establish procedures for maintaining close communication with parents/guardians regarding student absenteeism. For students of compulsory school attendance age unexcused absences are illegal; and the District will implement the resulting actions as specified by State legislation. Class cuts and excessive tardiness will cumulate into equivalent days of 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.

Notification of Parents - The school will attempt to notify parents of continued absences from school and classes. Attempts will be made to have parents 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:

1. Petition his/her case to be reviewed by the building level administration.
2. Have the case reviewed by the Director of Instructional and Pupil Personnel 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 or revocation of driving privileges resulting from violations of this attendance policy.

## DAILY ATTENDANCE PROCEDURES

### Student Obligation Upon Reporting to School

Parents are asked to call the high school office, 610-286-8600 x7554, between 7:30 am and 9:00 am when a student will be absent or tardy. This call will be listed as a TEMPORARY EXCUSE ONLY. It must be FOLLOWED WITHIN THREE DAYS BY A WRITTEN EXCUSE.

### Tardiness

A student must report to his or her first period class *before* the 7:47 a.m. bell rings. Students arriving tardy to school after 7:47 a.m. must sign in at the late arrival desk or in the office before reporting to class. Any student who fails to do so will be given consequences for failure to follow attendance procedures. A student arriving after 9:38 a.m. will be marked absent for a half day. A student arriving after 1:00 p.m. for full-time students will be recorded as a full day absence. Morning Vocational Technical students arriving after 11:44 a.m. are tardy. Additionally, if a morning Vocational Technical student arrives after 1:00 p.m. that student will be marked absent for a half day.

Note: All tardies to school are considered unexcused unless a written note from the parent/guardian is received no more than one day after the tardy to school. Valid excuses for excused absences are listed previously in the handbook.

### Excuse Cards for Full-day or Half-day Absences

Written excuses/excuse cards should be turned in as stated above, and include the date(s) absent and specific reason for the full-day or half-day absence. "Personal Reasons" is NOT an acceptable legal excuse. Please note acceptable reasons in the attendance policy as stated previously in this handbook. Doctor excuses are required when such visits are necessary, especially if school time is missed for an appointment. The school realizes the difficulty in scheduling doctor appointments, however, we request parents attempt scheduling appointments outside of the school day. Only extreme cases would call for an entire day of school to be missed for an appointment. Excuse cards for absences must be received by the school within three (3) days after the student's return or the absence will be classified as unlawful or unexcused. Three days or equivalent of unlawful absence constitutes a first offense toward truancy and the parents or guardians will be notified by the high school principal by registered mail. Any additional unlawful absence constitutes a second offense causing the parents, guardian and/or the student to be issued a summons for a fine, imprisonment, or other penalties as applied by a district justice. In cases of unexcused or unlawful absences, credit for work or tests missed will be withheld and school consequences will be assessed as outlined in the discipline policy.

### Early Dismissal

Requests for early dismissal from school must be presented in writing in the school office no later than the morning of the date early dismissal is requested. Phone calls and emails for early dismissal permission will not be accepted. A pass will be issued and the student will sign out in the office before leaving the school grounds. All students leaving early must personally sign out in the high school office. For excused dismissals, students are responsible for completing any missed class work.

Students must submit a note from the doctor/dentist/office visited upon return to school in order for the time out to be considered excused. Any student signing out of school without permission will be subject to the discipline code and may result in the loss of make-up work privileges.

### Trips and Vacations

Vacations for students during the regular school year are discouraged. Educational trips arranged for any days that may include the first or final weeks of each semester, or state and local assessment periods will not be approved. Parents should check with the school for assessment dates before planning any trips. Parents who wish their student to accompany them on an educational trip are required to submit a trip request form at least a week in advance on the actual trip dates. Forms may be picked up in the school office or can be downloaded from the school website ( [www.tvsd.org](http://www.tvsd.org)). The student is responsible to request all assignments from teachers before leaving and present all assignments completed on the day of return.

### Make-Up Work After Absences

1. Any student absent from class for legal reasons, including suspension, is required to make up all work missed.
2. It is the responsibility of the student to initiate make-up activities with his/her teachers to obtain the work and help, if needed, to make up the work.
3. A student absent from school shall be required to make up assignments and examinations within a two-week period from the date of the absence. Individual teachers will review classroom procedures for specific situations at the beginning of the school term.
4. Any assignment or examination not made up will be recorded as a failure and be averaged with the grades earned to determine the quarterly mark.
5. Excuse from Physical Education Class Procedure
  - a. Students who are excused from physical education class for medical reasons should submit a medical doctor's excuse to the school nurse indicating reason for excusal and estimated length of time.
  - b. Students will be provided with an alternative assignment that they must work on.
  - c. The physical education instructors will not issue passes to the nurse unless the student is ill or is injured during class.
  - d. Long-term medical excuses will be considered on an individual basis. In such cases, an alternative assignment will be given.
6. It is urged that any student who knows that he/she will be absent from class see the teacher(s) in advance about schoolwork to be missed.

Note: Students cutting class, leaving school without permission, or absent without a valid excuse may not be permitted to make up class work, projects, labs, or examinations missed during these absences.

## DISCIPLINE CODE

The educational progress of a student is dependent upon individual self-discipline. The most positive influence a student will have on a class is the accountability for his/her own conduct. The Twin Valley High School staff believes discipline should be firm, fair, and restorative in nature. Students should keep in mind they do not have the right to interfere with the education of other students in the school. Behavior that disrupts the classroom community, or risks the safety and welfare of others, will be handled in a most serious manner. One of our primary functions is to provide a safe and positive learning environment for all students and staff.

### SUMMARY OF BOARD POLICY

A complete copy of these policies is available through the Twin Valley School District Website at <http://www.tvsd.org>

### Anti-Bullying

The Twin Valley School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student(s) that has the intent and effect of:

- Physically harming a student.
- 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 messenger, or other 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.

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.

#### Canine Search

Should circumstances exist justifying a general search, school officials may use trained dogs to search inanimate objects on school premises, including student lockers, cars, bags, coats, purses and other such belongings for drugs or other illegal contraband. It shall be the policy of the district to permit the administration to periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances and materials in accordance with the following guidelines:

1. The administration shall authorize the search and have a member of the administrative staff on hand while the search is taking place.
2. Prior to implementation, and at least annually thereafter, notice of this policy shall be given to parents, students and staff through a variety of notices, i.e., mailings to homes of students, public announcement and school publications.
3. All school property such as lockers, desks, classrooms, storage areas, parking lots, athletic fields and facilities may be searched at any time.
4. All vehicles parked on school property may be searched.
5. Individuals shall not be subjected to a personal body search by dogs. However, an indication by the dog that contraband is present on the individual, school property or a vehicle shall be reasonable cause for further search by school officials.
6. Once notification has been given to parents, students and staff, the district will have met its obligation to advertise any searches. Actual times and dates of planned searches will not be released in advance.
7. The law enforcement agency and district administration are given full authorization to investigate and prosecute any person found to be responsible for illegal substances and material on school property at any time.

It shall be the responsibility of the Superintendent or designee to follow and implement the provisions of this policy. Following the use of a search dog, the Board shall be officially notified by the Superintendent or designee.

#### Controlled Substances: Use or Possession

The Twin Valley School District has a zero tolerance controlled substance policy. Any student caught using, in possession of, storing, distributing or being under the influence of any controlled substance in school, on school property or school buses, or at school sponsored events will be immediately assigned discipline For the purposes of Board Policy #227, "controlled" substance 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 pill, prescription, patent drug, or supplement except those for which permission to use in school has been granted pursuant to district procedures.
- Synthetic Drugs

Special Note: The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use of drugs, alcohol, and other mood-altering substances even if the same is not provided for specifically in any rule or regulation enumerated herein. The administration may require substance abuse testing, compliance with any prescribed counseling or rehabilitation program prior to the student readmission, and a referral to the Student Assistance Team.

#### Consequences of the Controlled Substance Policy

- 1) Violation: A student 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
    - i) The building administrator shall contact the student's parent/guardian(s) and request that they come to the building administrator's office immediately.
    - ii) The building administrator shall contact the District Superintendent and law enforcement authorities.

- iii) The building administrator shall schedule an informal hearing.
- iv) If, after the informal hearing, the building administrator determines the offense has been committed by the student, the building administrator will:
  - (1) Suspend the student for seven (7) days
  - (2) Require that the student undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility
- v) Uncooperative behavior will lead to an additional three (3) days of suspension and possible board hearing.
- b) Subsequent Offense(s)
  - i) The building administrator shall contact the student's parent/guardian(s) and request that they come to the building administrator's office immediately.
  - ii) The building administrator shall contact the District Superintendent and law enforcement authorities.
  - iii) The building administrator shall schedule an informal hearing.
  - iv) If, after the informal hearing, the building administrator determines the offense has been committed by the student, the building administrator will:
    - (1) Suspend the student for ten (10) days
    - (2) Require that the student undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility
    - (3) Request a formal disciplinary hearing to be scheduled before the Board of Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.
- 2) Violation: A student distributes or possesses with intent to distribute (administrative discretion) a drug, alcohol, or mood-altering substance.
  - a) The building administrator shall contact the student's parent/guardian(s) and request that they come to the building administrator's office immediately.
  - b) The building administrator shall contact the District Superintendent and law enforcement authorities.
  - c) The building administrator shall schedule an informal hearing.
  - d) If, after the informal hearing, the building administrator determines the offense has been committed by the student, the building administrator will:
    - i) Suspend the student for ten (10) days
    - ii) Require that the student undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility
    - iii) Request a formal disciplinary hearing to be scheduled before the Board of Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.

The student's participation in extra-curricular activities will be at the discretion of the administration, including consideration of nature and severity of the incident and the student's academic and behavioral standing.

#### Electronic Devices

The Board discourages personal electronic devices being brought on to school property by students and prohibits their use during school hours except where authorization is given by a teacher or administrator. Use of such devices may disrupt the instructional program, distracts from the learning environment and has the potential to compromise student safety. Employee use of personal electronic devices is subject to the provisions of this policy.

#### Internet Devices

The Board prohibits possession and use by students or employees, on school property, of any device including but not limited to laptop computers and smart devices that provide for an unfiltered connection to the District's network and internet service, unless approved by the District Information Technology Administrator or designee. Approved devices brought to school shall be restricted to classroom or instruction-related activities. Students and employees shall comply with the guidelines set by the school officials for the use of the approved device.

#### Personal Communication Devices

Students' cellular telephones, pagers, beepers, two-way radios and text messaging devices shall be turned off during instructional time and/or as directed by teachers or administrators.

#### Video, Photographic and Audio Recording Devices

The 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.

The Board prohibits employees from using any electronic device to take photographs or to record audio or video of any person or group, or of any places or things, while on District property, unless expressly authorized in advance by the Superintendent or his/her designee, except when used to record participants in school-sponsored public events such as athletic events, shows, concerts, etc.

#### Other Electronic Devices

Students' radios and personal audio players, etc. shall be turned off during instructional time and/or as directed by teachers or administrators. Employee use of other electronic devices is in accordance with the guidelines established by their immediate supervisor.

Personal computing devices and storage devices may only be used with the permission of the District Information Technology Administrator or designee. Approved drives brought to school shall be restricted to classroom or instruction-related activities. Students and employees shall comply with the guidelines set by the school officials for the use of the approved drives.

The Board prohibits possession of laser pointers and attachments by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian. Violations of this policy by an employee may result in disciplinary action.

The District retains the right to search any personal computing or storage devices.

#### All Electronic Devices

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student or employee.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

The Superintendent or designee shall notify students, parents/guardians and employees about the district's electronic device policy by publishing such policy in the student handbook, employee handbook, newsletters, posted notices, district website, or other efficient methods.

When new electronic devices are created, or if their functions change or become a disruption, the Board authorizes the right for building principals, or their designee(s), to prohibit or regulate their use on school property.

Depending on the severity, consequences may include:

ISS, OSS, Disorderly Conduct Citation, School Board Expulsion Hearing, and Report to local or state police.

#### Harassment Policy

It is the policy of the Twin Valley School District to provide a working and learning environment free from all forms of illegal discrimination, including unlawful, ethnic, or sexual harassment.

It shall be a violation of this policy for any member of the staff to harass a student through conduct or communications of an unlawful nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of an unlawful nature as defined below.

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

Examples of unlawful harassment include, but are not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct (such as touching, rubbing, grabbing, pushing, hitting or punching) relating to an individual's race, color, ancestry, religion, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the repeated, unwelcome, 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 or employment

environment.

Sexual harassment is illegal and it is against the policies of this district for any employee or student, male or female, to sexually harass another employee or student by:

- 1) making acceptance of unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment or the student's education;
- 2) making submission to or rejections of such conduct the basis for academic or employment decisions affecting the individual;
- 3) creating an intimidating, hostile or offensive educational, social or working environment by such conduct which causes actual disruption to the student or employee.

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 particular action or obscene remarks or gestures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job or position.

The district will act positively to investigate alleged unlawful, ethnic, or sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.

The district will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline can include termination.

A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Given the nature of the type of discrimination, the district also recognizes that false accusations of unlawful, ethnic, or sexual harassment can have serious effects on innocent men, women and students. Therefore, false accusations will be considered for disciplinary action.

All employees and students must recognize that sensitivities differ. It is the desire of Twin Valley School District to have as many complaints as possible resolved informally between the parties. The primary purpose is to resolve the complaint at the earliest possible time. The purpose of the initial conflict resolution is intended to be corrective rather than punitive and shall be accomplished through education. This policy will only deal with that conduct which is severe or pervasive enough to create an objectionable hostile or abusive environment to a reasonable person and which actually does adversely affect the victim.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

#### Step 1 - Informal meeting

1. An employee or student who believes she/he has been unlawfully, ethnically, or sexually harassed shall attempt to stop the unwanted attention by informing the offending party that his/her actions or attentions are offensive and firmly asking that the actions or attentions cease. The employee or student may want another adult or student present when the offending person is confronted. If this request does not stop the harassment, or if the offended person prefers not to approach the offender, corrective action may be pursued as follows:
2. A student believes she/he has been subjected to unlawful, ethnic or sexual harassment shall report the incident to any adult in the school with whom the student feels comfortable: e.g., teacher, school nurse, or principal. During this reporting process a student may request that another adult or student be present. The student and the adult shall then report the incident to a guidance counselor or administrator. It is the responsibility of both the accused and the accuser to maintain confidentiality about the identity of the parties and the specifics of the allegations, except as it is revealed to those persons who are responsible for conducting an investigation and participating in any disciplinary action. Parents or guardians will be notified if it is determined that the health, welfare, or safety of the student is in jeopardy. The student shall be informed that his/her parents or guardians are going to be notified.



3. Any person who alleges unlawful, ethnic, or sexual harassment by any employee or approved volunteer in the district should report such action directly to his/her immediate supervisor, building principal, or other individual who could receive such a complaint.

After an initial interview with the appropriate administrator, it may be possible to resolve the problem through oral or written communication with the person whose actions are the subject of the complaint. If the informal inquiry is conducted by an administrator other than the Title IX officer and the results do not resolve the matter, it must then be mediated by the Title IX officer in the final effort to achieve an informal resolution to the problem.

#### Step 2 - Formal hearing

1. If the complaint is not resolved to the satisfaction of either party at Step 1, the complainant and/or the accused will submit a detailed written statement of account to the President of the Board. Within ten (10) working days of the complainant's request to appeal the complaint the President of the Board shall submit to the governing board or its designated representative(s) a copy of the written complaint and notification of the hearing. The hearing shall be scheduled for a date not to exceed twenty (20) working days after the appeal/referral of the complaint for a formal hearing. At the conclusion of the hearing both parties shall receive within ten (10) working days written notice of the decision rendered.
2. Should the hearing be resolved in favor of the accused no further action will be taken. The charges and the resolution may be placed in the accused and the accuser's personnel files if the accused so requests; otherwise, the charges and the transcript will be sealed and impounded. Release from impounding may be made only upon direction of the Title IX Officer or a court order.
3. A substantiated charge against a student in the school district shall subject the student to student disciplinary action including suspension or expulsion consistent with the student disciplinary code. Unlawful, ethnic, or sexual harassment could also constitute a violation of the criminal code. The district will cooperate fully with representatives of appropriate police organizations to ensure the strongest possible institutional climate to prevent sexual harassment.
4. If it is substantiated that the accuser has made a false accusation it will result in disciplinary action against the accuser.
5. In the event that the School District has already initiated discipline against the accused which seeks the expulsion of a student, the disciplinary procedures and the rights of the accused available there under shall supersede the procedures.

First Offense: All parties involved receive official warnings to cease and desist the harassing behavior. Serious first offenses may require additional consequences.

Further Offenses: Further reports of harassment will result in any one or a combination of the following: Suspension, expulsion, disorderly conduct citation and/or police involvement. Additional 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 that 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 by 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.

#### High School Athletics

Participation in all athletic/co-curricular/extra-curricular activities is a privilege. Eligibility requirements shall apply uniformly to all athletic/co-curricular/extra-curricular activities. Any student failing one or more courses as of 11:00 am 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 Saturday. Any student with incomplete course requirements or failing one or more courses at the end of a grade period is ineligible to participate in any athletic/co-curricular/extra-curricular activities for a period of 15 school days beginning with the first day of the next grading period. During the period of time a student is ineligible, the student shall not participate in any athletic/co-curricular/extra-curricular activities, 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. Additionally, students must be present in school by 11:00 a.m. in order to be eligible for that day. If students have an early dismissal, they must present a note to the school/coach upon their return in order to remain eligible that day.

It is the finding of the Twin Valley School District that athletic opportunities for members of the male sex 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 sex 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.

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.

Students must follow the Pay-to-Play procedures to participate in athletics and extra-curricular activities.

#### Personal Property

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

#### 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 be limited by 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.

#### 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. Violations will result in fines and consequences as outlined in the discipline policy.

#### 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.

#### Volunteer and Chaperone Clearances

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](http://www.tvsd.org)).

#### Weapons

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

## **DISCIPLINARY OFFENSES**

The following is a list of selected offenses and recommended disciplinary actions to be taken in Twin Valley School District:

### **Body Fluids**

Body fluids pose a serious health risk to all persons with whom they may contact. Purposeful exposure to body fluids, such as spitting on others, is considered a demeaning act of harassment with serious health risks. This behavior is unacceptable and will result in the following consequences:

First Offense: 3-5 days OSS

Additional Offenses: 5-10 days OSS & Disorderly Conduct Citation

### **Bullying**

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.

### **Cheating/Plagiarism**

Students involved in cheating, plagiarism, and/or unauthorized copying of schoolwork or other educational material will receive no credit for the particular test or assignment, or other actions at the discretion of the teacher. More severe or involved offenses may result in disciplinary actions by the school administration.

### **Cutting Class/Unexcused Absence from Class**

First offense: ISS/Parent Contact

Second offense: ISS/Parent Meeting

Additional offenses: OSS/Parent Meeting

Note: Cutting class, leaving school without permission, truancy, and unexcused tardiness may result in students not being given the opportunity to make up missed class work.

### **Disruption of Class or School/Inappropriate Behavior**

Depending on the severity of the disruptive and defiant event, the student may receive any of the following:

- Teacher assigned detention(s)
- Administrator assigned detention(s)
- Parental Contact
- ISS/OSS
- Disorderly Conduct Citation

### **Entering Unauthorized Areas and Staff Workstations**

Students who enter unauthorized areas and staff workstations are subject to the following:

First Offense: 1 day ISS & Parental Notice

Second Offense: 3 days ISS & Parent Meeting

Additional Offenses: OSS

### **Failure to Attend Detention**

First offense: An additional detention

Second offense: One day ISS

Additional offenses: ISS/OSS as warranted

### **Fighting on School Property**

Fighting can include any initiating or retaliatory pushing, slamming, slapping, punching, or constricting actions toward another person. Self-defense includes protecting oneself from harm by seeking assistance from adults or peers, fleeing from the immediate area, and blocking or restraining an aggressor's actions. Students who engage in fighting will receive discipline according to their level or involvement. At minimum, fighting will be disciplined as follows:

First offense or less serious offenses:	Three-day Out-of-School suspension
Second offense or more serious offenses:	Five-day Out-of-School suspension
Third or severe offense:	Ten-day Out-of-School suspension

Note: Fighting or assault on school property may result in charges being filed against the participants for disorderly conduct. This citation will result in a fine by the District Justice. Additional charges can also be filed in more serious fighting or assault violations.

#### Fire Alarm Misuse

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

#### Fireworks/Possession or Use of an Incendiary or Explosive Device in School

The term "fireworks" shall mean and include any combustible or explosive composition or any substance or any article prepared for the purposes of producing a visible or an audible effort by combustion, explosion, deflagration or detonation. The term incendiary shall mean and include any lighter, match or fire-producing agent.

First offense: may result in up to ten days, Out-of-School suspension and the reporting of the incident to the proper legal authorities, and a school board hearing to consider further exclusion from school.

Second offense: will result in a ten-day Out-of-School suspension, reporting the incident to the proper legal authorities, and a school board hearing to consider further exclusion from school.

#### Forgery

Any student caught forging the signature of any member of the school staff or parent(s)/guardian(s) will receive the following consequences regardless of whether the parent/guardian gave permission for such forgery:

First offense:	ISS/Parent Contact
Second offense:	ISS/Parent Meeting
Additional offenses:	ISS/OSS as warranted

#### Harassment & Intimidation/Physical Aggression

Behaviors that intimidate, bully or are physically aggressive are unacceptable. This includes cyber bullying and text messaging that directly implicates school behavior. Depending on the severity of the aggressive or intimidating event, the student may receive any of the following:

- Detention(s)
- ISS/OSS
- Parental Contact
- Expulsion
- Disorderly Conduct Citation

#### 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. Depending on the severity of the aggressive or intimidating event, the student may receive any of the following:

First Offense - ISS/OSS
Additional Offenses - OSS /Disorderly Conduct Citation

#### Language

Students are expected to use appropriate, constructive language while in school, on school property, on school grounds, or attending school sponsored activities. Written or verbal comments or gestures that are obscene, rude, threatening, harassing, or insubordinate in nature shall be construed as forms of inappropriate language. Such inappropriate language will be subject to disciplinary action. Depending on the severity of inappropriate language, the student may receive any of the following:

- Teacher assigned detention(s)

- Administrator assigned detention(s)
- Parental Contact
- ISS/OSS
- Disorderly Conduct Citation

Late to Class

First & Second Offense: Verbal warnings by teacher  
 Third Offense: Teacher-assigned detention  
 Chronic Tardiness: Referral to Administrator

Leaving School Without Permission

Students who leave the school w/o permission are subject to the following:

First Offense: 1 day ISS & Parental notice  
 Loss of Parking Privileges-2wks  
 Second Offense: 3 days ISS & Parent Meeting  
 Loss of Parking Privileges-4wks  
 Additional Offenses: OSS  
 Loss of Parking Privileges for the balance of the school year

Note: Students may not be given the opportunity to make up missed class work.

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:

1. Notification of the legal guardian
2. Notification to the local police department if there is suspicion of any illicit material.
3. Notification to Superintendent or Assistant Superintendent.
4. 10 days Out-of-School suspension.
5. School board hearing

Tardiness to School

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> unexcused tardy: Warning  
 4<sup>th</sup> - 6<sup>th</sup> unexcused tardy: 1 detention  
 7<sup>th</sup> - 10<sup>th</sup> unexcused tardy: 2 detentions  
 Additional tardies: ISS; Loss of Parking Privileges for 2 wks.

Chronic tardiness may result in Out-of-School suspension and loss of parking privileges for the balance of the school year.

Note: Students may not be given the opportunity to make up missed class work for any unexcused tardies.

Theft/Stolen Information

Any student involved in theft of school property, or theft of personal or confidential information, will receive an Out-of-School suspension. If necessary, the local law enforcement authorities will be notified. Restitution will be required.

First offense: 3- 5 days OSS  
 Additional offenses: 5- 10 days OSS

Tobacco Products on School Property: Use or Possession

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  
 Additional Offenses Citation/ISS/OSS as warranted

Unexcused and Unlawful Absence

When a student is absent from school without a valid excuse note the absence will be recorded as unexcused. Unexcused absences for a student who is sixteen (16) years of age or younger are unlawful and may result in a parent meeting, referral to a truancy elimination program, referral to appropriate county agencies, and/or a truancy citation with the District Magistrate. Schoolwork missed may not be made up.

First Offense: Warning  
 Second Offense: Detention

Additional Offenses: ISS as warranted

### Vandalism

Definition: Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means; 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 - assignment of up to a ten-day, Out-of-School suspension from school and full restitution before the student is readmitted to school. (Note: 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.)

Further offenses - prosecution and/or a school board hearing to consider further exclusion.

### Weapons

Possession of any weapon or dangerous instrument as defined by the Board Policy (No. 816, 2005) will result in:

1. Notification of the legal guardian of any minor involved in the incident.
2. Notification of incident to local police department.
3. Notification of incident to Superintendent or Assistant Superintendent.
4. Assignment of 10 days Out-of-School suspension.
5. An expulsion for 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.

## **DISCIPLINARY CONSEQUENCES GUIDELINES**

### Restorative Practices

As a result of inappropriate behavior in school, students may be asked to provide an active solution to repair any harm they have done to others in the school community. This will be done through a variety of informal and formal meetings that may include the peer intervention council. Handbook consequences may be altered as a result of restorative meetings.

### After-school Detention

Served from 2:55 PM to 3:55 PM. After-school detention will be offered daily. Students assigned to after-school detention will have until the following Friday to serve. Students in after-school detention will be responsible for arranging their own transportation.

### In-School Suspension

The In-School Suspension program was initiated as a means of providing a disciplinary response for students in violation of school rules while still providing an educational environment for the student. It is intended as an intermediary step before an out-of-school suspension.

Students assigned to In-School Suspension for disciplinary infractions are subject to the following rules:

1. All schoolwork sent to In-School Suspension is expected to be completed before the return of the student to regular classes. Students who do not have sufficient work to do will be assigned work by the room proctor to insure they are constructively occupied.
2. Report to the In-School Suspension room by 7:47 a.m. or immediately upon arrival of the bus.
3. Students must bring all coats, books, and working materials directly to the In-School Suspension room.
4. No sleeping.
5. No talking except to the In-School Suspension monitor when necessary.
6. Career and Technical Center students assigned to In-School Suspension may be required to report to TVHS for the entire day.
7. While on In-School Suspension students are ineligible to participate in any extra-curricular activities.
8. Students will be required to eat their lunch in the In-School Suspension room. Students who are on the free or reduced lunch program will have special arrangements made for lunch.
  - a. Students will be escorted for lavatory breaks during period 2, lunchtime and period 4.
  - b. Any violation of the rules will result in Out-of-School Suspension.

### 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.

## **HEALTH SERVICES**

Good health care is essential to student success. If a student becomes ill in school, he/she should report to the nurse. Students will not leave the building because of illness without authorization. When the nurse is not in, students will report to the office. A pass will be obtained from a teacher before going to the nurse. The school health services are designed to include a variety of functions that will assist in maintaining good health.

1. Health, dental, and immunization records are maintained on every student by the school nurse.
2. Vision screenings are performed on all students.
3. Height and weight measurement and Body Mass Index (BMI) are calculated on all students.
4. Hearing screenings are performed in grades K - 3, 7, and 11.
5. Scoliosis screenings are performed in grades 6 and 7.
6. Students are required to have a physical examination by either their family doctor or school doctor upon original entry to school (Kindergarten or first grade), grade 6, and grade 11.
7. Students are required to have a dental examination by either their family dentist or school dentist upon original entry to school (Kindergarten or first grade), grade 3, and grade 7.

When the screening results are not within normal, according to the Pennsylvania Department of Health State Standards parents will be notified for 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 school nurse. Medication to be taken by the student in school must be kept in the Health Suite with prescription attached. The medication is taken in the presence of the nurse.

#### Elevator Keys/Crutches/Temporary wheelchair use

The school will not supply crutches and/or wheelchairs. For the safety of students in need of crutches and/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.

For the use of the elevator and/or lift, a doctor's order will also be required. The key is to be returned to the nurse at the end of each school day. Elementary students will be accompanied by an adult for use of the elevator. If the elevator/lift key is lost, the student will assume the obligation to replace the cost of the lost key.

### 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 at the beginning of the school year 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 at school when the parent cannot be contacted. E-mail addresses are also helpful. Parents should be prepared, if necessary, to transport the student from school.

### Illness or Injury During School Hours

Students are not to be sent to school ill and/or injured for diagnosis by the school nurse. If the student is injured or becomes ill during school, first aid will be administered. School personnel will not give care beyond first aid in the case of an accident or sudden illness. Final provisions for the care of children who are ill or injured are the responsibility of the parent/guardian. Parents/guardians are expected to report to the school to pick up their child when, in the opinion of the school nurse, the student is physically unable to continue with class. In case of emergency, the procedures as listed on the child's emergency procedure card will be followed and emergency medical services and/or a physician will be contacted.

### Daily Procedures to Nurse's Office

1. A pass will be obtained from a teacher before going to the nurse.
2. 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.
3. 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.
4. Students who are ill or injured are not permitted to make his/her own arrangements to leave school or they may be referred to building administrators.
5. Students should not be sent to school ill or injured to be diagnosed by the school nurse.
6. Students with infections such as conjunctivitis (pink eye) and impetigo are excluded from school according to school policy.
7. 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.

The school cannot assume responsibility for injuries that did not occur at school. Parents/Guardians should not ask school personnel to treat such injuries.

### Medication Use During School Hours/Field Trips/School Activities

School board policy No. 210 Use of Medication, sets guidelines for the administration of both prescriptive and over-the-counter medications that are necessary for both safety and control reasons in a school setting.

- All medications, prescriptive and over-the-counter, will only be given if an "Authorization for School Medication Administration Form" is completed in full. The form can be obtained from the school nurse, the district website, or a form provided from the physician's office, and must include 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
- All medication must be brought to school by the parent in its original sealed container with the prescription label attached to the container.
- Medications should be sent to school only when absolutely necessary.
- Medications that are ordered three or less times a day do not need to be administered at school 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 immediately upon student's arrival to school.



- Students should not have medication in their possession at any time (other than those deemed able to self-administer and carry their epinephrine auto-injectors and/or inhalers).
- The school nurse may only administer school standing ordered medications listed on the emergency procedure card with signed permission from the parent/guardian.

### Possession/Use of Asthma Inhalers and Epinephrine Auto-Injectors

As per Board Policy 210.1: The Board shall permit students to possess asthma inhalers and epinephrine auto-injectors, and to self-administer these prescribed medications used to treat asthma and life threatening allergies when authorized by the student's healthcare provider and parent/guardian.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector during school hours, which include extracurricular activities, the Board shall require the following. The student's healthcare provider and parent/guardian will complete the "Authorization of School Medication 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 epinephrine auto-injector 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 epinephrine auto-injector.

### Student Accident Insurance

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

## **STUDENT LIFE**

### Student Rights and Responsibilities

Chapter 12 of the Rules and Regulations of the Pennsylvania State Board of Education entitled "Regulations and Guidelines on Student Rights and Responsibilities" addresses itself clearly to the material contained in the discipline section of this handbook and to other information contained in this handbook. The Commonwealth of Pennsylvania mandates that local school boards establish reasonable rules and regulations to govern the operations of the schools under their jurisdiction. It is through this mandate that the Twin Valley School District has established rules and regulations regarding student rights and responsibilities. The text of the Chapter 12 regulations is available to any student upon request.

### Participation in Extracurricular Activities

Attending or participating in extracurricular activities, including clubs, athletics, and dances, is a privilege. As such, the administration (Superintendent, Principal, Athletic Director) has discretion of disciplinary action depending on the nature and severity of any incident; the student's academic, behavioral, and attendance records; and outstanding obligations. Breathalyzer screening may be implemented to promote student safety at extra-curricular events.

### Dances

Dances are not required but are special additions to Twin Valley High School social life. 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.
2. Middle school students may not attend senior high dances; senior high students may not attend middle school dances.
3. Students are totally responsible for the actions of any guests that they bring to school dances.
4. No one will be admitted after the dance has run for one-half hour (example: 7:00 p.m. dance, no one admitted after 7:30

- p.m.) without prior permission.
- No one is allowed to leave the dance early and return to the dance. Once students leave, they are not readmitted.
  - No loitering in the parking lot during the dances.
  - Only pre-signed guests (students other than TVHS students) may attend dances. Students bringing guests must obtain a "Dance Guest Pass" from the High School Office.
  - Graduates of Twin Valley High School may attend high school dances only as guests of present Twin Valley students (one guest per student). These students must be signed up prior to the dance.
  - The stated dress code for school is in force for dances.
  - Dances end promptly at 10:00 p.m. for senior high. Please make sure that rides home are available at the 10:00 p.m. ending time of the dance.

### Dress Code

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.
- Hats, visors, bandannas, headphones, hoods and other (unapproved head coverings, and sunglasses may not be permitted to be worn in school. Students will remove these items they may be wearing as they enter the building.
- All clothing needs to be worn appropriately with no undergarments exposed.
- Clothing that is ripped above 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 fingertip 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 at all times and cleavage not be exposed.
- Jewelry that incorporates spikes, studs, chains, drugs, or alcohol is not permitted in school.
- Oversized jackets may NOT be worn in classrooms or halls during the regular school day.
- Clothing that may pose a safety concern or problem is not permitted.
- Leggings, spandex, or other tight fitting material must be covered by an outer garment. Yoga pants and 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.

### Dress for Physical Education

- Students with a medical excuse will be provided with an alternative assignment that they must work on.
- For safety purposes students should avoid zippers, pockets, buttons, etc. A student whose uniform presents a safety hazard will be asked to change.
- All clothing should be worn properly: clothing may not be worn inside out: shorts/pants must be worn around the waist and should not be cut-off.
- Students are not permitted to wear or use school issued athletic equipment in physical education class.
- For safety purposes, NO jewelry of any type is to be worn during physical education class.
- Street clothing may not be worn under the required uniform.
- Torn, soiled, or offensive smelling clothing is not acceptable.

Failure to follow these rules may result in administrative action as follows:

First Offense: Mandatory Clothing Change/Parent Contact  
Second Offense: Mandatory Clothing Change and 2 Detentions  
Additional Offenses: Mandatory Clothing Change and ISS

### Hallways

Appropriate hallway behavior is expected at all times. Loud and disorderly behavior in the halls is not permitted at any time. Food and flavored drinks may not be consumed in the halls. Food and drinks may not be removed from the cafeteria, with the exception of breakfast (which must remain in a brown paper bag until arrival in 1<sup>st</sup> period class). Water and sports drinks in clear plastic containers are allowed. Public displays of affection are not permitted. Consequences may be given for these actions.

### Library

#### Library Passes

1. All students are to have a designated purpose for using the library.
2. Research passes (all or part of the period) are issued by classroom teachers to students for a specific assignment or project utilizing the library resources.

#### Library Conduct

While silence is not required, students should speak softly and conduct themselves without undue commotion. Students who do not adhere to these rules will be given a warning. Repeated offenses will result in Restricted (research pass/seated alone) or Suspended (before/after school) Privileges.

#### Library Check-Out Periods/Fines

Magazines, Reference Books, Pamphlets - Overnight only Books - Two weeks; Videos - 3 days/\$1.

Overnight overdue materials - \$.50 per period after 9am. Students are encouraged to return all materials on time. Failure to do so may result in limited borrowing privileges.

### 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. Students may use their lockers at any time as long as they are not late for class. Lockers should be cleaned periodically and kept free of food and drink. Stickers and other decorations should not be used. A fee will be charged to students whose lockers require special cleaning due to such items defacing lockers.

*Special Note:* Lockers are school property and are only on loan to students. All lockers are and shall remain the property of the school district. Students should not expect that their lockers and contents thereof are subject to privacy from searches and possible seizures. 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. Students should not share a locker with any other student.

### Personal Property

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

### Risks

#### Adventure Based Activities

Students have the opportunity to participate in many optional adventure based activities while attending Twin Valley High School. 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.

#### Agriculture Sciences

Students have the opportunity to participate in many optional agriculture science programs while attending Twin Valley High School. It should be understood that sometimes, the handling of animals may involve risks. Therefore, care should be taken when deciding on which class to select.

## **TRANSPORTATION**

### School Bus Procedures

School bus transportation is a privilege. Missing the bus is not a lawful absence. Transportation can be denied to any student who jeopardizes bus safety, 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. 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 as directed by the driver. The bus driver has authority to discipline the pupils on his/her bus.

Students should:

- a. Obey the bus driver
- b. Be at the bus stop 10 minutes prior to pickup
- c. Enter the bus and take their seats without disturbing others
- d. Talk in a normal voice, no shouting
- e. Never put their arms or head out of the windows
- f. Remain in their seats while the bus is in motion
- g. Ride only their assigned buses
- h. Wear seat belts at all times on those vehicles which have them installed

Students should not:

- a. Throw items on the bus or from the bus at any time
- b. Eat or drink on the bus at any time
- c. Play any type of radio, tape or CD player or musical instrument on the bus
- d. Smoke on a school bus
- e. Take items that cannot fit on a student's lap on the bus

### Procedures for Bus Misconduct

The school bus driver is expected to be in complete control of the bus and its passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school principal or designee. The school principal will take whatever action he/she deems necessary to correct the situation. Parents will be advised by the building principal when reports of misconduct are made to the school office. The building principal and assistant principal 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.

### Behavior Violations

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

1. Fighting
2. Smoking/chewing tobacco/Use of tobacco
3. Eating/Drinking
4. Damaging property
5. Standing, walking, refusing to remain seated
6. Throwing objects in or out of bus
7. Hanging any body part out of the windows
8. Unnecessary/Excessive noise
9. Profanity and/or inappropriate language
10. Tampering with bus equipment (Ex: emergency doors, etc.)
11. Refusing to ride assigned bus or riding on an unassigned bus without prior permission
12. Boarding a bus at an unassigned stop
13. Leaving a bus at an unassigned stop
14. Refusing to obey the driver
15. Refusing to sit in an assigned seat
16. Any violation of the student discipline codes
17. Other misbehavior related to safety, well-being

### Large Articles on Busses

The Pennsylvania Department of Transportation mandates in 67 Pa. Code <sup>o</sup>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:

1. Large band instruments or school project items are not permitted on the bus unless they can be held on the pupil's lap.
2. Items may not be placed under seats; they become projectiles upon impact.
3. Nothing can be carried on the bus that will endanger others, i.e. glass objects, hockey sticks, skis, skateboards, large metal objects, etc.
4. Animals are not permitted on the bus.
5. 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.

### 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.

### Bus Stop Changes

The bus driver is only allowed to stop at School District authorized stops. Any changes in stops must first be approved by the Transportation Department. To make a change, please call (610) 286-8600 x1624.

### 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 reassigning seats or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as per existing district guidelines or procedures. If patterns develop or violations occur, the principal and/or bus driver may request the use of video-audio monitoring. The District 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.

### Driving and Parking Regulations

Sophomore, Junior or Senior students in good academic standing who wish to drive to school must apply and be granted a parking permit from the high school office. Approved students will be issued a parking permit that must be properly displayed on their rearview mirror when parked on school property. Students must register their vehicle by make, model, color, and license plate number. Upon arrival to school, students are to leave their cars and enter the building. Loitering in the parking lot may result in losing driving privileges. The driver is responsible for the car, its contents, and its occupants.

Note: All motor vehicles parked on school property are subject to search by administration at any time. There is no reasonable expectation of privacy regarding vehicles while parked on school property.

1. All students driving vehicles on school property must comply with the 10 MPH school speed limit. Students may not drive recklessly, the wrong way, or interfere with the arrival or departure of buses.
2. Students are not permitted to use their motor vehicles at any time during school hours without written permission from their parents and school administration.
3. Students are not permitted to enter their vehicles at any time during school hours without permission from school administration.
4. Students who are chronically tardy to school, leave school without permission, or abuse the driving/parking regulations will have their driving privileges removed in addition to disciplinary actions.
5. Students must park in the student spots only. No student is permitted in a staff spot or a visitor spot at any time.
6. Students driving to school without permission risk school consequences and/or towing of their vehicle.

First Offense: 1 week driving suspension

Subsequent Offense:      Detention/Suspension  
   Fines (up to \$5/day)  
   Loss of driving/parking privileges  
   Prosecution by school officials or police  
   Vehicle towed at owner's expense

Note: Student driving and parking is a privilege and that privilege can, and will be suspended for just cause. Failure to comply with the above list of regulations will result in the loss of driving/parking privileges, levying of fines, prosecution by school officials or the police, or the vehicle being towed from Twin Valley High School premises at the owner's expense.