# Sun Valley Student Handbook

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Welcome to Sun Valley High School!

The mission of the Penn-Delco School District is to enable all students to achieve, succeed, and excel.

ALMA MATER

KNOWLEDGE, TRUTH AND HONOR
MAY OUR MOTTO ALWAYS BE.
AND TO THEE SUN VALLEY HIGH SCHOOL, BLUE AND GOLD,
WE SHALL LOVE THEE.
AND THROUGH THE YEARS WE’LL LOOK BACK TO YOU,
A LIGHT THAT NEVER SHALL GROW DIM.
A GUIDING HAND YOU WILL ALWAYS BE,
AND WE SHALL BE TRUE TO THEE.

Words and Music: Joseph P. DeAugustine
Arrangement: W. Allen Fisher

Sun Valley Colors - Blue and Vegas Gold

Sun Valley Nickname - Vanguard

Sun Valley Mascot - Griffin
## 2019-2020 Schedule of Activities

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<td>September</td>
<td>3</td>
<td>First Day of School – 7:30 a.m.</td>
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<td>3</td>
<td>1st Marking Period Begins</td>
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<td>10</td>
<td>Picture Day – Underclassmen</td>
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<td>12</td>
<td>PTL Meeting – 5:30 p.m.</td>
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<td></td>
<td>12</td>
<td>Back to School Night – 6:30 p.m.</td>
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<td>25</td>
<td>PDSD School Board Meeting – 7:30 p.m.</td>
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<td></td>
<td>27</td>
<td>½ Day for Students - 10:15 a.m. – Teacher In-Service</td>
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<td>October</td>
<td>3</td>
<td>Cabaret – 7:00 p.m. to 900 p.m.</td>
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<td>Progress Reports Available</td>
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<td></td>
<td>5</td>
<td>Aston Community Day</td>
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<td></td>
<td>11</td>
<td>SVHS Homecoming Parade @ Aston Community Center – 6:00 p.m. &amp; Game – 7:00 p.m.</td>
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<td></td>
<td>12</td>
<td>Homecoming Dance – 6:00 p.m. to 9:00 p.m.</td>
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<td>NHS Induction</td>
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<td>Financial Aid Night – 5:30 a.m.</td>
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<td>PTL Fall Craft Fair – 7:00 a.m. to 4:00 p.m.</td>
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<td>Picture Retakes – Underclassmen</td>
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<td>23</td>
<td>College Fair – 5:30 p.m. to 7:00 p.m.</td>
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<td></td>
<td>23</td>
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<td>November</td>
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<td>SAT Testing</td>
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<td>13</td>
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<td>Senior Variety Show – 7:00 p.m.</td>
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<td>20</td>
<td>PDSD School Board Meeting – 7:30 p.m.</td>
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<td></td>
<td>27</td>
<td>½ Day for Students - 10:15 a.m. – Teacher In-Service</td>
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<td>28</td>
<td>Turkey Bowl – 10:30 a.m. @ Sun Valley High School</td>
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<td>28 &amp; 29</td>
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<td>December</td>
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<td>PDSD School Board Reorganization Meeting – 7:30 p.m.</td>
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<td>Progress Reports Available</td>
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<td>13</td>
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<td>18</td>
<td>Winter Concert – 7:00 p.m.</td>
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<td>19</td>
<td>Winter Concert for Elementary Schools (4th &amp; 5th Grades) - 9:15 a.m</td>
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<td>½ Day for Students - 10:15 a.m. – Teacher In-Service</td>
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<td>Chorus Decades Show – 6:30 p.m.</td>
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<td>Freshman Dance – 6:00 p.m. to 9:00 p.m.</td>
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<td>6 - 10</td>
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### 2019-2020 BELL SCHEDULES
**2:15 Dismissal**

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<th>Day 7</th>
<th>Day 8</th>
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<tr>
<td>1</td>
<td>7:30-8:16</td>
<td>7:30-8:16</td>
<td>7:30-8:16</td>
<td>7:30-8:16</td>
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### 10:15 Dismissal

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<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
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<tbody>
<tr>
<td>1</td>
<td>7:30-8:16</td>
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<td>7:30-8:16</td>
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### 2 Hour Delay

<table>
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<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
<th>Day 8</th>
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GENERAL INFORMATION

ADDRESS OR TELEPHONE NUMBER CHANGES
At any time, your home address changes, proof of residency must be brought to the Student Residence Assistance at the administration building. Phone number additions and changes should be reported to the main office. This is essential for handling emergencies.

ANNOUNCEMENTS
Announcements will be made every morning which consist of the Pledge of Allegiance and a moment of silence. All announcements must be put in writing and submitted to the main office.

PARKING
Due to building renovations, the number of student parking spaces and the opportunity to park in our lot may change and be limited. The following points list the seniority, requirements, restrictions and penalties associated with parking on school property:

1. Parking permits may be offered at a fee of $25.00.
2. Students are responsible for all paperwork. No student will receive a parking permit if his/her paperwork is incomplete for any reason.
3. All vehicles must be registered and must display a valid parking hang tag for the current school year at all times. Cars not registered with the school and not displaying a valid parking hang tag are subject to towing/booting at the owner’s expense. In the event that the registered car changes, please update your information in the main office. If you do lose your parking hang tag, the student must meet with an administrator.
4. If you choose not to park on school property anymore, please notify the main office.
5. All students may only park in spots designated for students. If cars are parked in other spots the student may lose his/her parking privileges.
6. The speed limit on school property is 5 MPH. The speed limit will be strictly enforced.
7. Loss of driving privileges may result from any discipline problem.
8. Students will not be permitted to go to their cars during the school day. Only the principal or designee may grant permission.
9. Driving practices considered to be reckless, unsafe, or discourteous may result in the loss of driving privileges. THERE WILL BE NO WARNINGS. In addition, violations of local and state laws will be reported to the Aston Police Department.
10. Student drivers are not permitted to drive through the Northley MS/Administration parking lot as a means to access Concord Road. Students found in violation of this directive risk the loss of their on-campus parking privilege for a period of time.
11. Parking fees shall not be reimbursed for those students who lose their parking privileges as a result of this infraction.
12. In the event of a school emergency or evacuation, students are not permitted to leave school in their vehicle.
13. The Penn-Delco School District is not responsible or liable for damages, theft, etc., to automobiles parked in the Sun Valley Parking Lot.
14. There may be times when parking in the parking lot is not allowed due to special school events or snow. When such events occur, an announcement will be made in school, on the local cable channel prior to the event and on the Penn-Delco website. On such occasions, students that normally drive will have to make other arrangements or use Penn-Delco School District transportation.
15. If reasonable suspicion exists that any contraband, such as weapons, drugs, or alcohol are in a vehicle on school district property, an administrative search will be conducted.
16. The Sun Valley High School parking lot is subject to periodic searches by a certified drug dog throughout the school year.

SNOW DAY/EMERGENCY CLOSING OF SCHOOL
In the event of inclement weather, closing of school will be announced on the radio stations WZCN 1590 and KYW 1060. The school closing number for Penn-Delco is 456. It is also broadcast on 6ABC, FOX, 10NBC. Also, closings can be checked on the Penn-Delco District Channel, channel 11 and at www.pdsd.org. When school is canceled or dismissed early because of poor weather conditions, all school events and activities will automatically be canceled. Please consult the Penn-Delco TV station (Channel 11), Penn-Delco Website www.pdsd.org, or PDSD Twitter feed @PennDelco for information concerning cancellations or dismissals.
FIELD TRIP
Teachers or class advisors sponsor Field Trips. Students are subject to the rules and regulations imposed by the teacher or administrator for the field trip. All school rules apply.

FINANCIAL RESPONSIBILITIES
Throughout the school year, students might owe money to Sun Valley High School for class dues, fund raisers and extra-curricular activities. Other reasons might include lost or damaged property and returned /stop payment on checks. It is important that payment occur promptly. As always, we are able to address any financial concerns. There does come a time when payments must be made. On a quarterly basis, the high school will be sending out notices to parents concerning any financial responsibilities. If a payment plan is not agreed to, participation in extra-curricular activities will be suspended. This includes dances, proms, non-instructional class trips, parking privileges and clubs. If the amount is not paid by senior year graduation, your child will not be allowed to participate in the graduation ceremonies.

FIRE DRILLS
Fire drills will be held each month with the objective being to empty the building as quickly and orderly as possible. Students should be 300 ft. from the building. There should be no talking when leaving the building. Each classroom teacher is responsible for his/her students.

HEALTH SERVICES

Accident Insurance
Insurance protection is the responsibility of the parents and is mandatory for all activities. For other activities and during regular school participation, parents have the option to provide their own insurance protection for their son/daughter, or purchase a student accident plan. Forms are distributed at the beginning of each school year.

Emergency Cards
Emergency cards must be completed yearly. The card lists special health problems and designates a responsible person in the event a parent cannot be contacted. Please contact the nurse if telephone numbers or contact person change. No student can be administered any medication without a completed emergency card.

Illness at School
If a student becomes ill in school he/she must secure a pass from the teacher and report to the health suite. If the nurse is not there, he/she must report to the office. Permission from the nurse is required before a student may leave the building. The nurse will contact a parent before a student is permitted to leave. Students (regardless of age) are not permitted to declare themselves ill and sign out without permission from an administrator.

Immunization
Beginning with the 2018-2019 school year, the State of Pennsylvania is implementing new immunization guidelines. The following bullets outline the updated immunization requirements for school age children.

- For attendance in all grades, 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given).
- For attendance in all grades, 4 doses of tetanus, diphtheria and acellular pertussis (4th dose on or after 4th birthday).
- For attendance in all grades, 2 doses of measles, mumps, rubella (preferably given as MMR).
- For attendance in all grades, 3 doses of Hepatitis B.
- For attendance in all grades, 2 doses of Varicella or chicken pox from vaccine or by history of disease.
- For attendance in 7th grade, 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- For attendance in 7th grade, 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.
- For attendance in 12th grade, 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 12th grade (If one dose was given at 16 years of age or older, that shall count as the 12th grade dose).

We strongly urge you to consult with your child’s physician as soon as possible. If your child has already received these vaccinations, please submit a copy of the record from your doctor to your school nurse IMMEDIATELY. If your child has not received the required immunization, please schedule an appointment and send in a copy of the documentation as soon as it is completed.

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, he/she must have all the required doses listed above or the child will be excluded from school.
If the child does not have all the doses listed above, the child must provide a medical plan (red and white card signed by physician) within the first five days of school for obtaining the required immunizations or be excluded from school. State law requires that all students must be immunized against DT, polio, measles, rubella and mumps.

**Medication in School**

If medication must be given during school hours, whether it is prescribed or over-the-counter, parents must comply with the following procedures:

The medication must be accompanied by a physician's written request, which includes the student's name, diagnosis, and medication dosage, how administered and time to be given. A new physician's note is needed at the start of each school year.

Medication must be in original labeled pharmacy container with the student's name, name of medication, dosage and date. (Pharmacies, upon request, usually provide a labeled “school” container.) Medication not in an original labeled pharmacy container will not be administered.

Medication, which is ordered “3 times/day”, can usually be administered at breakfast, upon return from school and at bedtime. Unless the medication is specifically ordered at mealtimes, there would be no need to administer it during school hours.

A maximum of one month’s medication should be sent to school.

Parent/guardian must provide the medication directly to the nurse/aide or to District personnel.

Any change in dosage of medication must be confirmed to the school nurse by the physician and followed-up in writing. The physician's written order may be faxed to the certified school nurse.

Parents must notify the school nurse in writing of any change in the administration schedule of medications.

Medications will be administered as ordered on early dismissal days unless the parent notifies the school nurse in writing. Physician’s orders may be faxed to the certified school nurse at each building. Please call for the number.

**Physical Examinations**

School law requires that a complete physical examination be given to all eleventh grade students. The family physician or the school physician may do this.

**Screenings**

Yearly screening tests to check height, weight and vision will be performed on all students in grades nine through twelve and hearing tests are conducted in eleventh grade.

**Medical Excuses**

For a student to be excused from physical education due to medical reasons, the student must submit a written physician’s note to his/her teacher PRIOR to the dates for which he/she is to be excused. This note will then be forwarded to the school nurse to be placed in the students file. Doctor's notes MUST include the following information:

- Nature of injury/condition
- Dates to be excused
- Any activity restrictions

Alternative assignments will be provided and graded for medical situations.

Students who warrant an emergency medical excuse for situations beyond their control must produce a physician's note within one (1) week of the excused class. Failure to provide documentation within this time will negatively affect the students overall grade.
MIC
The MIC will be open from 7:30 a.m. to 2:55 p.m. Students must have a pass issued by the librarian to come to the MIC during the regular school day. Students should present these passes to the study hall proctor for approval. The loan period is two weeks.

LOST AND FOUND
The main office maintains the lost and found. Unclaimed articles will be donated.

STUDY HALL
Study halls are periods set aside for independent study. Students should come prepared to work in study hall. Class assignments, homework, or books for reading are required. If students wish to see another teacher or administrator, a pass signed by that person must be presented to the study hall teacher or students will not be excused.

TEXTBOOKS
It is the student’s responsibility to return textbooks to the teacher who issued the textbook. Please note that all hardback textbooks must be covered. Students are responsible to return the books in the condition in which they received them or a fine will be issued to pay for damages. This is inclusive of returning books with CD’s.

VISITORS
All visitors are required to produce a valid photo ID that will be processed through our Raptor system. All parents/guardians are requested to contact the office to make prior arrangements and should report directly to the Office upon arrival. Student visitors are not permitted during school hours unless they have prior administrative approval. Any visitor who does not register with the main office is trespassing and should be sent to the office immediately.

PENN-DELCO WEB PAGE
The Penn-Delco web page is a great source of information about the school district and specific schools. Important events, dates, and news will be posted on the site for viewing. The website is www.pdsd.org.

WORKING PAPERS
The Child Labor Law requires that students obtain an employment certificate before beginning full or part-time work. The certificate is necessary until the age of 18 or upon high school graduation. Students must be 16 years old and have a job in order to secure a general employment certificate for full-time work. Students must be at least 14 years of age in order to secure a part-time or vacation certificate for work done after school or during summer vacation. To secure a certificate use the following procedure:

A parent or guardian must be present to secure an application in the school office between 7:30 a.m. and 3:30 p.m. The student’s birth certificate, baptismal certificate, or passport must be presented at that time.

Extracts from Child Labor Laws of Employment of Minors
Hours of employment:
Minors 14 and 15 years old
1. During the school term - maximum 4-hours on school days, eight hours on any other day and 18 hours per school week, and only at a time that does not interfere with school attendance.
2. During school vacation - maximum 8 hours per day, 44 hours per week.
3. Night work - no minor under 16 shall be employed before 7:00 a.m. or after 7:00 p.m. except during school vacation (June to Labor Day) when minors may work between 7:00 a.m. and 10:00 p.m. (Minors distributing newspapers may work between 6:00 a.m. and 8:00 p.m.).

At any time, maximum employment is 6 days per week with a 30-minute meal period required, after 5 hours of work.

Minors 16 and 17 years old
1. During the school term - maximum 28 hours per school week. If a vacation day or days fall during a particular week 4 hours may be added for each vacation day up to a maximum of 44 hours.
2. During school vacation - maximum 8 hours per day - 44 hours per week.
3. Night work - no 16 or 17 year old shall be employed between midnight and 6:00 a.m. when enrolled in school. Students may work until 1:00 a.m. on nights preceding a school holiday, or Friday/Saturday nights.
At any time - maximum employment - 6 days per week with a 30-minute meal period required after 5 hours.

AWARDS, HONORS AND SCHOLARSHIPS
Awards, honors and scholarships are presented to members of our senior class. These awards serve as an incentive for our students as they pursue his/her high school diploma. Students have an obligation to submit their applications on time.

Winners of awards are determined in two ways:
- According to the criteria established by the donor, with a selection process operated by the donor.
- According to criteria established by the donor, with the selection being made by a scholarship committee established by the principal.

The Scholarship Committee will be comprised of the Principal, an Assistant Principal, all guidance counselors, the senior class sponsor, and teachers who are presently teaching the senior students. Scholarships awarded directly to students from post-secondary institutions should be reported to the Guidance Department for inclusion in scholarship records. Acceptance letters should also be reported to the Guidance Department.

PENN-DELCO SCHOOL BOARD POLICIES
The below Penn-Delco School Board policies are attached:
- Attendance – #204
- Use of Medications - #210
- Student Discipline – #218
- Weapons - #218.1
- Terroristic Threats/Acts - #218.2
- Positive Behavior Support for Special Education Students - #218.3
- Dress and Grooming – #221
- Tobacco Use – #222
- Use of Motor Vehicles - #223
- Care of School Property - #224
- Relations with Law Enforcement Agencies - #225
- Searches – #226
- Controlled Substances/Paraphernalia - #227
- Social Events and Class Trips - #231
- Suspension and Expulsion - #233
- Hazing - #247
- Unlawful Harassment – #248
- Bullying/Cyber-Bullying – #249
- Acceptable Use of Internet, Electronic Mail and Network Resources – #815

ACADEMIC INFORMATION
PARENT INQUIRIES
Parents are encouraged to call school if they have questions. In order to help parents get to the appropriate person quickly; a brief schematic is listed below. Usually the quickest and best response will come from beginning with the person who may have the most knowledge about your question.

<table>
<thead>
<tr>
<th>PDSD Main Telephone # 610-497-6300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
</tr>
<tr>
<td>X2352</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>X2375</td>
</tr>
<tr>
<td>Guidance</td>
</tr>
<tr>
<td>X2365</td>
</tr>
<tr>
<td>Office</td>
</tr>
<tr>
<td>X2350 or 2400</td>
</tr>
</tbody>
</table>

In most instances, teachers will be in classrooms teaching when incoming calls are made. The district has both an email and voicemail system, which teachers are able to check and return emails and calls. Please understand that teachers may have an obligation after school that day and may not be able to return your email or call until the following day. Please follow the below guidelines for inquiries, suggestions and constructive criticism.
<table>
<thead>
<tr>
<th>Level</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Level</td>
<td>Teacher/Employee</td>
</tr>
<tr>
<td>Second Level</td>
<td>Guidance Counselor</td>
</tr>
<tr>
<td>Third Level</td>
<td>Building Principal/Immediate Supervisor</td>
</tr>
<tr>
<td>Fourth Level</td>
<td>Superintendent or Designee</td>
</tr>
<tr>
<td>Fifth Level</td>
<td>PDS Board</td>
</tr>
</tbody>
</table>

**GRADING**

Report cards are available every nine weeks and include a mid-semester grade in February and a final grade in June. Grades are reported numerically. The following number grade ranges are listed with their letter grade equivalent.

Final grades for semester courses are determined by averaging all marking period grades and counting the midterm exam as 10% and the final exam grade as 10% for the course. Full year courses are an average of four marking periods plus the final exams.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.5-100</td>
</tr>
<tr>
<td>A</td>
<td>92.5-97.49</td>
</tr>
<tr>
<td>A-</td>
<td>89.5-92.49</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89.49</td>
</tr>
<tr>
<td>B</td>
<td>82.5-87.49</td>
</tr>
<tr>
<td>B-</td>
<td>79.5-82.49</td>
</tr>
<tr>
<td>C+</td>
<td>77.5-79.49</td>
</tr>
<tr>
<td>C</td>
<td>72.5-77.49</td>
</tr>
<tr>
<td>C-</td>
<td>69.5-72.49</td>
</tr>
<tr>
<td>D+</td>
<td>67.5-69.49</td>
</tr>
<tr>
<td>D</td>
<td>62.5-67.49</td>
</tr>
<tr>
<td>D-</td>
<td>59.5-62.49</td>
</tr>
<tr>
<td>E/F</td>
<td>0-59.49</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS BY DEPARTMENT**

In order to graduate and earn a diploma from Sun Valley High School, all students must meet the following requirements:

- Successfully complete and earn credit for courses as detailed in the table below.
- Students that do not demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams may be scheduled into semester-long, 0.5 credit lab courses to recover content and retake the corresponding Keystone Exam(s).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Phys Ed/Arts/Humanities/Electives</td>
<td>9.0</td>
</tr>
<tr>
<td>Total</td>
<td>23.0</td>
</tr>
</tbody>
</table>

**WEIGHTED RANKING SYSTEM**

In computing class rank, courses are weighted on the basis of their academic level.

**CLASS RANK DECILES**

A procedure by which each student is ranked by deciles according to his/her weighted grade point average. Students will be grouped according to deciles (such as 1st Deciles being the top ranking 10% of the class). Deciles will be listed on the final report card. In order to be included in the official class rank deciles, students must have been enrolled in Sun Valley for at least three consecutive years.
**FINAL EXAMINATION PROCEDURES**

All full year courses must give mid-term and final examinations. A schedule will be developed for these examinations. Skill classes which require specific classrooms, and elective courses, will administer exams during regular class periods. These courses will give exams during the last week of the course.

All other classes will give exams per the exam schedule. Students are required to remain in the exam room for the duration of the exam. Any student who fails to take an exam in a course will receive a zero. Twenty percent of the student’s final grade in the course will be determined by the grades on the midterm and final examination.

**TRANSFER STUDENT POLICY**

Transfer students must be enrolled at Sun Valley High School for at least three consecutive years in order to be considered into the class rank. Students transferring in credits may not exceed the cumulative weighted grade point average that could have been achieved at Sun Valley High School. All classes transfer in as those courses offered to Sun Valley’s students during that same school year. Students are permitted to transfer a maximum of 7.0 credits per year.

**TRANSFER CREDIT DEADLINE**

Students transferring into Sun Valley after the first semester are not eligible to earn credits for courses not listed on their current schedules. Students will be placed in a minimum of 6.0 credit classes with the opportunity to earn credits in all previous school district listed classes that align with Sun Valley classes.

**PLACEMENT PRACTICES**

A students’ grade level is determined by the credits the student earns. Participation in class activities is determined by the number of credits earned.

Students are considered:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Meet requirements of the middle school</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Successful completion of a minimum of 5 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>Successful completion of a minimum of 11 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>Successful completion of a minimum of 16 credits</td>
</tr>
<tr>
<td>Graduation</td>
<td>Successful completion of a minimum of 23 credits</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENT**

To receive a diploma from Sun Valley High School, a student must:

- Earn 23 credits in required courses and electives

  Participation in the graduation ceremony is a privilege.

**HONOR ROLL**

*Distinguished Honor Roll*

All students who earn an average between 90% and 100% on all courses, with no grade below 90%.

*Honor Roll*

All students who earn an average between 80% and 100% in all courses, with no grade below 80%.

**REPORT CARDS**

Students are encouraged to take responsibility for their academic program.

Report Cards are generated quarterly and are available through the Penn-Delco web page.
<table>
<thead>
<tr>
<th>Marking Periods</th>
<th>Begins</th>
<th>Ends</th>
<th>Report Cards Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP1</td>
<td>9/03/2019</td>
<td>11/01/2019</td>
<td>11/08/2019</td>
</tr>
<tr>
<td>MP2</td>
<td>11/06/2019</td>
<td>1/24/2020</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>MP3</td>
<td>1/27/2020</td>
<td>4/03/2020</td>
<td>4/12/2019</td>
</tr>
<tr>
<td>MP4</td>
<td>4/14/2019</td>
<td>6/16/2019</td>
<td>6/22/2019</td>
</tr>
</tbody>
</table>

**ADVANCED PLACEMENT REQUIREMENTS**

Students must meet the following criteria to be enrolled in the Advanced Placement courses at Sun Valley High School:

- Recommendation of previous year teacher
- Recommendation of guidance counselor
- Approval of parent
- Student should not have more than 10% (or 10 days absent) absences during 2019-2020 school year, unless accompanied by doctor’s notes

In addition, the following are course-specific requirements that must be met for enrollment in Advanced Placement:

- **Biology**
  - Proficient or Advanced on Biology Keystone exam (if applicable)
  - Grade of ‘A’ or ‘B’ in Honors Biology –OR— Grade of ‘A’ or ‘B’ on testing out of the 10th grade biology course

- **Chemistry**
  - Grade of ‘A’ or ‘B’ in Honors Algebra II
  - Grade of ‘A’ or ‘B’ in Honors Chemistry
  - Proficient or Advanced on Biology Keystone exam (if applicable)

- **Physics**
  - Grade of ‘A’ or ‘B’ in Honors Algebra II
  - Proficient or Advanced on Biology Keystone exam (if applicable)

- **English Literature and Composition**
  - Proficient or Advanced on Literature Keystone exam
  - Grade of ‘A’ in Honors 11th –or— Grade of ‘B’ in AP Language and Composition

- **English Language and Composition**
  - Proficient or Advanced on Literature Keystone exam
  - Grade of ‘A’ in American Literature

- **Calculus AB**
  - Proficient or Advanced on Algebra I Keystone exam

- **Calculus BC**
  - Proficient or Advanced on Algebra I Keystone exam

- **Statistics**
  - Proficient or Advanced on Algebra I Keystone exam
• Economics
  Proficient or Advanced on Algebra I and Literature Keystone exam

• U.S. Government and Politics
  Proficient or Advanced on Literature Keystone exam

• Psychology
  Proficient or Advanced on Literature Keystone exam

• World History
  Proficient or Advanced on Literature Keystone exam

• U.S. History
  Proficient or Advanced on Literature Keystone exam

*If a student is missing one of the requirements, the student will schedule a meeting with the AP teacher to request an additional checkpoint (i.e. writing or reading sample, problem set, etc.).

APPOINTMENTS WITH COUNSELORS
Counselors are available to meet with students during the school year to help each student make decision, interpretations, and adjustments about education and school life. Likewise, a student may initiate conferences with his/her counselor. In order to minimize missing class time visits should be scheduled during study hall, lunch, or after school. Students must obtain a pass from Guidance and have it approved by his/her teacher. Upon arrival, and when departing the Guidance office, students must sign the appointment book.

Jillian Foster – Last names A - Da, X2362
Francine Im – Last names De - I, X2366
Erin Judge – Last names J – Me, X2367
Dr. Kathryn James – Last names Mi - Sc, X2370
Bill Hartwell – Last names Se - Z, & Technical School Liaison, X2369

NAVIANCE
The Sun Valley High School Counseling Office has selected Naviance Family Connection to assist us and our students in managing the college and career planning process. Family Connection is a comprehensive website that students and parents can use as a tool in planning for their future. We encourage our students to utilize this website throughout their high school years.

Go to the following online website: https://connection.naviance.com/sunvalleyhs.

COLLEGE INFORMATION
College Representative Visits
Throughout the year representatives from various colleges and trade schools visit our school to meet with junior and seniors students. Dates and times of visits are advertised on the morning announcements and on Naviance.

Real interest in the school must be demonstrated to attend the sessions. Use this opportunity to ask questions about majors, costs, etc.

College Visits
The best time to visit colleges is the summer between your junior and senior year. Before you visit, read brochures, watch videos and talk to alumni. Call the admissions office at least 1-2 weeks in advance to arrange a campus tour, information session, admissions interview and meeting with a financial aid officer. Bring your test scores and unofficial transcript to help the admissions counselor evaluate your chances of acceptance.

Meet with a financial aid officer (with your parents) concerning possible financial aid. Eat in the dining hall, talk to the students and ask questions. This is your chance to talk to people who attend a college and find out what they like and dislike about it. In order to make a campus visit during school you must fill out the form from guidance. Students will be allowed two
excused absences for college visits during their junior and senior years that will not count against the attendance policy. You must return to Sun Valley with a signed note stating that you visited the college.

**Financial Aid Night**
Delaware County Community College will host a Financial Aid Night in order to offer more information to parents and students. We recommend juniors, seniors and their parents attend.

The Guidance Office also receives information on financial aid and informs students of available scholarships by way of morning announcements.

**COURSE SELECTION**

**Course Selection Guide**
During each school year the Sun Valley Course Selection Guide is on-line. This guide is intended to assist students in course selection and college, career and vocational planning. The guide contains descriptions of each course offered and other information related to the academic program.

**Student Schedules**
At the time of course selection for the subsequent school year, students make very careful selection of courses in cooperation with parents, teachers, and counselors. Students must have a minimum of 6 credits on their schedule.

If a student discovers an administrative error or omission in the student’s schedule at the beginning of a semester, the student should report to the Guidance Office where a correction will be made.

**PARENTS AND STUDENTS ARE URGED TO GIVE SERIOUS CONSIDERATION TO PROGRAM PLANNING FOR THE FOLLOWING YEAR. ONCE COURSE SCHEDULING HAS BEEN COMPLETED, CHANGES MAY BE PERMITTED ON THE BASIS OF COUNSELOR RECOMMENDATION AND WILL REQUIRE FINAL ADMINISTRATIVE APPROVAL.**

**Course Changes**
Withdrawals from courses will only be approved provided another course is offered at the same time as the course to be dropped. No request will be processed without a completed “Request for Course Change” form which should be obtained from the Guidance Office. Once the form is completed, the student should hand it into the Guidance Office. Once the change is processed, the Guidance Counselor will notify the student and teachers in writing. Any withdraw from a course beyond the drop/add period will result in a grade of 'W' and will be counted towards GPA for no credit and considered an 'F.'

**TRANSCRIPT REQUESTS**
Most college applications have deadlines before Thanksgiving or Christmas. A completed application package has many components; each taking time to prepare. You must request applications, type applications, ask teachers to write letters of recommendation, write essays, and request transcripts. Once you have completed your application, attached the check for the application fee (some schools ask you to mail it directly), completed the essay and obtained teacher letters of recommendations, make a copy for your records; bring your completed application package to the Guidance Office with a signed transcript release form at least 10 school days before the deadline. The Guidance Office automatically sends your first semester report card to all of the colleges to which you applied and final report card to the college that you will attend. All transcript requests for scholarship applications throughout the school year must adhere to the same time line policy as outlined above.

**KEYSTONE TESTING**
The Commonwealth of Pennsylvania requires all students to take Keystone Exams in Algebra, Biology, and Literature. Students that do not demonstrate proficiency on the Keystone Exams may be scheduled into semester-long 0.5 credit lab courses to recover content, master skills, and retake the corresponding exam(s).
MILITARY ACADEMIES
If you have any interest in attending one of the service academies such as West Point, Naval Academy, Air Force Academy, etc. you must begin the application process in the second semester of your junior year. The process includes completing a pre-candidate questionnaire and requesting a nomination from your U.S. Senator, Representative or some other nominating authority.

NOTIFICATION TO MILITARY RECRUITER
As a requirement of the No Child Left Behind Act of 2001, military recruiters are entitled to receive the name, address and telephone listing of juniors and seniors in high school. Parents may opt out of this requirement by writing a letter/e-mail requesting to remove their child from this list and delivering it to the high school office.

TUTORING/EXTRA HELP
The professional staff is available for extra help after school each day. They will assist any students who choose to take advantage of this help.

Also, students in the National Honor Society provide a tutoring service to the entire student body. The guidance counselors will provide specifics to any student interested in being tutored by an outside tutor. Principals and/or counselors shall make available to parents lists of approved individuals or agencies offering private tutoring upon request.

FRESHMAN ACADEMY
As students transition from the middle school to the high school, there are many obstacles that stand in their way to academic success. In order to focus the ninth graders in a crucial year during their education, a freshman academy has been created. Ninth grade students will have part of a wing dedicated to their core classes (English, Math, Social Studies and Science), but will be able to venture to other parts of the school for their electives. The main goal is to create a supportive environment in which students will achieve. Other goals are to reduce failure rates, improve grades and teach students the expectations that the high school has for them.

HOMEBOUND INSTRUCTION
In the event of extended illness or injury (4 weeks or more) homebound tutoring is available by contacting the Office of Pupil Services in the Administration Building. This procedure requires a physician’s certification. Students on homebound are ineligible to attend or participate in all extra-curricular activities, i.e., athletic events, dances, proms and school productions. Homebound students will be evaluated using the standard Sun Valley grading system. Homebound grades will be combined with the preceding or subsequent grades.

HOME SCHOOLING
For more information, please contact the Student Residence Assistant, 610-497-6300, X1324.

REGISTRATION OF NEW STUDENTS
Once registered with Administration, parents will need to schedule an appointment with Guidance. Parents are requested to bring his/her student’s transcript, latest report card, standardized test scores and ER/IEP if applicable. Any student registering without the proper information/paperwork will cause a delay in his/her start date.

COLLEGE ENROLLMENT
Students are eligible for the college enrollment program by completing an application by the date selected by the college the semester prior to the beginning of the course. Students are approved based on grades, attendance history and full time attendance at Sun Valley High School (SVHS). Students must be enrolled in a minimum of 6.0 credits at SVHS.

Students must meet the entrance requirements which may include SAT scores or a placement exam as determined by the college.

Students are responsible for the cost of the course, books, and other fees.

Credits and the College transfer process are the responsibility of the student.
Registration and transportation are the responsibility of the student.

**STUDENT SUCCESS**
One of the goals of the Guidance Department is to encourage personal and academic responsibility for all students. When students are having difficulty in school, several things must first be examined:

- Is the student attending school on a regular basis?
- Is the student keeping a log of all grades in every class?
- Is the student completing all homework?
- Is the student studying for quizzes and tests?
- Is the student asking teachers questions when he/she does not understand something?
- Is the student taking advantage of after school help with teachers? (2:15-2:55) p.m. everyday
- Has the student asked his/her counselor for a peer tutor?

If your child is having difficulty you should contact the teachers via email or phone. In addition, your child’s guidance counselor is available to facilitate meetings.

**SUMMER SCHOOL/ ENRICHMENT COURSES / REMEDIATION**
Students are eligible for summer courses based on availability and at the discretion of administration. Summer school courses not taken at Sun Valley HS must be pre-approved by and administrator, be taken at an accredited institution, and must provide the Guidance Department with an official record of the student’s participation and the grade received.

In special circumstances where students cannot attend summer school to make up failed courses, approved tutors shall be permitted to provide 30 hours of tutoring to students which will equal one (1) credit towards graduation and/or promotion if a satisfactory mark is earned. Such tutoring shall be paid by the parent or guardian.

Students taking pre-approved summer enrichment courses must have prior approval of the principal. The grade and credit earned will not be used in the computation of class rank or GPA.

Students who have been recommended to move ahead in math or science will have the opportunity to participate in Summer Enrichment. Students may choose to pay for an online class or do independent study of the material. All students must take the final exam and earn an 80% or higher to advance into the next class.

**Remediation**
Students will receive the original class credit on their transcript and receive the number grade on their transcript for the remediation course at the conclusion of the summer school session.

**STUDENT ASSISTANCE PROGRAM**
Sun Valley’s Student Assistance Program is a systematic process for the identification, intervention and referral of students who are believed to be involved with high risk behavior of drug/alcohol use, depression, suicide, eating disorders, etc. This team involves school personnel who are especially trained to work with these students and provides in-school education support groups. Students may refer themselves or may be referred by parents, faculty or peers.

**POLICY VIOLATORS**
Any student in violation of the Penn-Delco policies can be subject to a mandated Administrative SAP Assessment. This means that the student and parent/guardian must participate in an assessment administered by an outside consultant for the District. This consultant, upon completion of her assessment will recommend appropriate “treatment”.

In the event that the SAP assessment and recommendation are not followed through, the student will then be subject to further disciplinary action set forth by the Penn-Delco Administration and School Board. This action could result in a permanent expulsion.
“I/We agree to follow through with the above guidelines set forth regarding my policy violation. I/We also understand if I/We do not agree to the assessment and/or do not follow through with any and all recommendations set forth, I/We will be subject to the possibility of further disciplinary action. I/We have been informed that any further intervention plan recommended to us by the Student Assistance Specialist will be my/our financial responsibility.”

DELAWARE COUNTY TECHNICAL SCHOOLS
The Delaware County Technical Schools provide students with career and technical in a variety of programs. Students can remain at Sun Valley and attend Technical School part-time. See the course selection guide for more details.

Application Process
There is a very competitive and rigorous application process in order to gain acceptance into The Delaware County Technical School. Students must complete an application and personal statement explaining why he/she would like to attend Technical School. A multi-disciplinary team carefully reviews all students’ applications, grades, attendance, and discipline records. All applicants must be in good academic class standing and must meet all deadlines.

Attendance
All students are expected to attend Technical School classes each day that they are present at Sun Valley. Any scheduled early dismissal or known absence must be cleared through the Sun Valley Guidance Office at least two days in advance. Technical School students who become ill during the school day must see the nurse at Sun Valley or Technical School to be sent home. Students will be following the Technical School calendar throughout the year.

Discipline
Technical School students are representatives of Sun Valley High School and are expected to adhere to all Sun Valley and Technical School rules and regulations. Students must adhere to the Sun Valley and Technical School codes of conduct or risk dismissal from the program.

Grades
Grades earned at Technical School will be incorporated into your Sun Valley report card, GPA and class rank. If a student should earn a failing grade in his/her Technical program, the student will not return the following school year.

Transportation
Transportation is provided to and from the Technical Schools. Any violation of the bus rules may result in a loss of bus privileges to Technical School, and the parent/student will be responsible to provide his/her own transportation. Students are permitted to drive or ride with another student provided they obtain a driving/riding permit. These permits are obtained from the Technical School and must also be approved by and provided to Sun Valley High School. Parents and students must sign the permit form, which lists the rules and regulations for diving/riding to and from Technical School. Failure to comply may result in revocation of driving privileges.

WITHDRAWALS/TRANSFERS
Parents are requested to inform the guidance secretary as soon as they are aware that a student will be withdrawing from Sun Valley. This will enable the office to make arrangements to forward records and initiate closing procedures. No official transcripts will be forwarded until all of the paperwork is properly completed. The telephone number for guidance is 610-497-6300 X2365.

ATTENDANCE
Regular attendance at school is an important part of every student’s success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and School Board policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty.

Absences shall be treated as unlawful until the school receives a written excuse explaining the absence. Parents and guardians have 3 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excusal of absences after 10 lawful absences shall require a written physician’s note.
An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable note. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

Upon returning from an absence, your child MUST bring a note to school. Without a note (within 3 days of the absence), the absence will become unlawful. A letter will be sent home if a child accumulates 3 or more unlawful absences documenting truancy. If a child accumulates 6 or more unlawful absences, the school will be required to file a referral for court or a CYS referral.

Please refer to Penn-Delco’s Attendance Policy 204.

**ABSENCE NOTIFICATION**
If your child is going to be absent, you must notify the school by calling the school’s attendance line by 8:30 AM. If your child is marked absent and no call is received, and automated caller will call your primary number to verify the absence. Voice mail is available to take your call 24 hours a day. Our attendance line number is 610-497-6300 Ext 2375. Please leave the child’s full name, grade, and reason for absence. Electronic notes are also valid as long as they include a parent or guardian signature. The note must be received within 3 days of the absence.

**VACATIONS**
Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. The district will approve up to 5 vacations days per student per year. Students will be required to make up classroom work within five days of the student’s return unless other arrangements are made with the teacher.

**EXCUSED ABSENCES**
- A half-day of absence will be recorded for students who arrive to school after 10:15 at the high school.
- Students are required to complete at least one half day of school (must arrive no later than 10:15 AM) in order to participate in sports, musical programs, or other school sponsored activities. If a student is absent from school he is not permitted on school grounds that day for an athletic event or activity practice or game without a building administrator’s approval.
- Parents of SV students must call the appropriate attendance line on the morning of the student’s absence to notify the school that the student will not be in attendance.
- Upon the student’s return to school, a note or absence card must be sent to school outlining the reason for the absence.

**EARLY DISMISSALS**
It is expected that all efforts be made to schedule appointments during non-school hours. However, it is also understood that events occur for which we are unable to prepare. If an early dismissal is needed, requests must be made in written form from a parent/guardian and the note should contain the parent's phone number, time and date of dismissal, and the reason for the dismissal. Students and/or emergency contacts are not permitted to write an early dismissal note.

**LATE ARRIVALS**
Definitions:

Late: Arrival to first period after 7:30 a.m. When a student is late to school, he or she must report to the office with a note before proceeding to class.

Noncumulative Late: Arrival to First Period after 7:30 a.m. due to illness verified by documentation from a medical professional, death of an immediate family member, required court appearance, religious holidays or extreme emergencies as determined by school administration.

Procedures:
Excessive lateness to school may result in disciplinary action, including the possibility of suspension from school.

**MAKE-UP WORK FOLLOWING ABSENCE**
When a student is legally absent from school, it is the responsibility of the student to make up work missed. The school faculty and Guidance Counselors will assist students. A reasonable guideline is that the amount of time allowed to make up missed work should not exceed the amount of time the student was absent. For example, if you are out of school for one week, you should have the work made up within a week after you return. Students absent the day of a test may be required to make up the test the day they return. If a student is absent less than a week, he/she should personally contact each of his/her teachers to inquire about assignments missed and the date they are to be completed, students may e-mail their teachers or use online platforms such as Schoology or Google Classroom, to see missed work.

With absences of one to four weeks, it is advisable that the student or his/her parents contact the teacher via email or the guidance counselor. The counselor will contact teachers and collect homework and assignments. In the event of a prolonged illness (four (4) weeks or more) parents may request homebound instruction through the Office of Pupil Services. A physician must certify in writing that the student will be unable to attend school for a period of four weeks or longer.

**TRUANCY: Overview of Legal Responsibilities**

<table>
<thead>
<tr>
<th>1. Student is absent</th>
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<tr>
<td>(Absence is considered unlawful until School District receives a written acceptable excuse per School District policy).</td>
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</tbody>
</table>

| 2. If 3 calendar days pass after the absence with no excuse (or acceptable excuse per School District policy); the absence is permanently considered unlawful. |

| 3. School District personnel (principal/teacher in public/private school) and private teacher (tutor) are required to report cases of habitual truancy (6 days, or equivalent, of unlawful absences without lawful excuse). |

<table>
<thead>
<tr>
<th>4. If a student is absent 10 consecutive days the School District must drop the child from active membership roll unless:</th>
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</thead>
<tbody>
<tr>
<td>A. A legal excuse is provided, or</td>
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<tr>
<td>B. The School District is pursuing compulsory attendance prosecution.</td>
</tr>
</tbody>
</table>

| 5. Up to 10 cumulative lawful absences during a school year are permitted; all absences beyond the 10 day limit require a physician’s excuse. |
STUDENT CODE OF CONDUCT

In order to teach the primary goal of quality education for all students, a positive learning climate must be evident. To support the Sun Valley High School community in creating this climate, a comprehensive system of discipline exists to be effective in reducing discipline problems. The Sun Valley High School Code of Conduct contains reasonable rules aligned with Sun Valley High School Board Policies. Students are encouraged to assume responsibility for their behavior and to refine their ability to recognize right from wrong and act accordingly. Each student's rights, as well as those of the entire school community, to participate in and conduct the instructional program must be respected. Appropriate behavior is critical in order to create a healthy and safe school environment.

Students are responsible for their behavior on school grounds, at bus stops, during travel on school district buses, and at school-sponsored activities off school property. To increase school climate and make students more successful, Sun Valley uses a PRIDE motto based on positive behavioral support. The PBS Matrix for students is below:
<table>
<thead>
<tr>
<th>Sun Valley High School Expectations</th>
<th>Ballroom Locker room</th>
<th>Cafeteria</th>
<th>Halls</th>
<th>MIC</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Assembly</th>
<th>Technology</th>
<th>Parking Lot</th>
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<td><strong>Perseverance</strong></td>
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<td>Use bathroom only when necessary.</td>
<td>Do courteous to all</td>
<td>Maintain an</td>
<td>Maintain an</td>
<td>Always try your</td>
<td>Maintain an</td>
<td>Maintain an</td>
<td>Wait for an</td>
<td>Maintain an</td>
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<td>cafeteria staff and</td>
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<td>appropriate location and time to use</td>
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<td>Treat food and other</td>
<td>Be kind.</td>
<td>Be kind.</td>
<td>Maintain good</td>
<td>Be courteous to</td>
<td>Be courteous to</td>
<td>Appraise</td>
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<td>objects as intended.</td>
<td>Listen to</td>
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<td>attendance.</td>
<td>all cafeteria</td>
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<td><strong>Responsibility</strong></td>
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<td>Keep the area clean.</td>
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<td>Report messes</td>
<td>Follow the</td>
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<td>Use appropriate</td>
<td>Be mannerly.</td>
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<td>Demonstrate</td>
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<td><strong>Integrity</strong></td>
<td>Be on time for</td>
<td>Walk directly</td>
<td>All exits</td>
<td>Stay on task.</td>
<td>Report to your</td>
<td>Sit in your designated</td>
<td>Be positive while using social</td>
<td>Report to your</td>
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<td></td>
<td>lunch.</td>
<td>to class without</td>
<td>remain clear.</td>
<td>Submit your own</td>
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<td>area.</td>
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<td>Make healthy food</td>
<td>stepping.</td>
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<td>work.</td>
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<td>Listen to instructions.</td>
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<td><strong>Drive</strong></td>
<td>Always practice</td>
<td>Keep possession</td>
<td>Plan and</td>
<td>Recycle.</td>
<td>Keep our new</td>
<td>Use technology to further your</td>
<td>Take all fire drills</td>
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<td>Establish GREATNESS</td>
<td>appropriate hygiene.</td>
<td>a class.</td>
<td>prepare daily</td>
<td>Place trash into</td>
<td>auditorium clean.</td>
<td>career goals.</td>
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<td>proper receptacles.</td>
<td>Be mindful of</td>
<td>Remember pests</td>
<td>Report safety concerns</td>
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DETENTIONS

**Teacher Detention** - Teachers may at their discretion detain pupils before, during, or at the end of the school or during the school day. This may include lunch, field trips, and extra-curricular activities.

**Regular Detention** – After school detention assigned by an administrator (Approximately 45 minutes).

**Extended Detention** – After school detention assigned by an administrator (Approximately 90 minutes).

**Detention during Non-School Days** - Detention assigned by an administrator (Time varies).

SUSPENSIONS
Suspension is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

**In School Suspension** - On occasion, in order to maintain greater control and guidance over students who have seriously violated school regulations, in-school suspension may be assigned by the school administrators. Students warranting and in-school suspension will be retained at school during the normal school hours. A suspended student will report each day of his/her suspension to the office with enough class work assignments to constructively occupy his/her time. Students may not attend school functions or participate in school activities while on suspension. Suspended students must assume responsibility for making up all school work missed.

**Rules for ISS:**
1. Conversations between students are not permitted.
2. All School Rules apply, including: no food, no drinks except water, no cell phones and no listening devices. (cell phones will be taken at the beginning of ISS and returned at the end of the day)
3. Students are expected to be seated and working quietly.
4. If a student finishes their work before the school day ends, they are required to read silently. If they choose not to read, the ISS teacher may assign them work.
5. Students are not permitted on school property or allowed to participate in any extra-curricular activities or sporting events while on suspension.

**Out of School Suspension** - Exclusion from school for a period of one to ten consecutive school days. In the most serious cases of school infractions, or after repeated in-school suspension, students may be suspended from the school by the Principal or Assistant Principal. Students may not attend school functions or participate in school activities while on suspension. Suspended students must assume responsibility for making up all school work missed.

**Expulsion** - In cases of student behavior where the actions would endanger or impair the safety and welfare of other students, faculty, or school property, the administration will recommend expulsion of the student. Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.


**Level I** - These behaviors are those which disrupt stated classroom procedures or interfere with the orderly operation of the school. The list of examples of behaviors and the disciplinary responses are meant to be illustrative and not complete.
### Level II - These behaviors are those whose frequency or seriousness tend to disrupt the classroom or school environment. These infractions, which include a continuation of Level I behavior, require the intervention of administrators because of Level I disciplinary options have failed to correct the situation.

<table>
<thead>
<tr>
<th>STUDENT BEHAVIOR</th>
<th>DISCIPLINARY RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Continuation of Level I behaviors</td>
<td>• Continuation of Level I responses</td>
</tr>
<tr>
<td>• Late to school</td>
<td>• Behavior contact</td>
</tr>
<tr>
<td>• Truancy, cutting class</td>
<td>• Parent conference</td>
</tr>
<tr>
<td>• Violation of tobacco use policy</td>
<td>• In-school suspension</td>
</tr>
<tr>
<td>• Forging of notes or passes</td>
<td>• Out-of-school suspension</td>
</tr>
<tr>
<td>• Disruptive classroom behavior</td>
<td>• Schedule modification</td>
</tr>
<tr>
<td>• Abusive language toward staff or students</td>
<td>• Referral to outside agency</td>
</tr>
<tr>
<td>• Other forms of disrespect toward students, staff, and support personnel</td>
<td>• Permanent revocation of bus privileges</td>
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<tr>
<td>• Disruptive school bus behavior, etc.</td>
<td>• Removal from class (short term)</td>
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<tr>
<td>• Continuation of disruptive classroom behavior</td>
<td>• Rehabilitative compositions</td>
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<tr>
<td>• Driving Violation</td>
<td>• Truancy notices sent home, etc.</td>
</tr>
<tr>
<td>• Violation of acceptable use technology policy</td>
<td>• Revocation of parking privileges</td>
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<tr>
<td>• Defacing school property</td>
<td>• Revocation of technology use</td>
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<td></td>
<td>• Removal from dance or prom</td>
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<td>• Removal from extracurricular activity</td>
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<td>• Removal from field trip</td>
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</table>
**Level III** - These behaviors take on added seriousness because they involve a violation of the personal or property rights of others. These acts may include criminal acts and the administrative staff will immediately contact law enforcement authorities.

<table>
<thead>
<tr>
<th>STUDENT BEHAVIOR</th>
<th>DISCIPLINARY RESPONSES</th>
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<tbody>
<tr>
<td>• Continuation of Level I and II behaviors</td>
<td>• Continuation of Level I and II responses</td>
</tr>
<tr>
<td>• Fighting</td>
<td>• Restitution of property or personal damages</td>
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<tr>
<td>• Vandalism/graffiti/property destruction</td>
<td>• Alternative programs</td>
</tr>
<tr>
<td>• Stealing</td>
<td>• Removal from class</td>
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<tr>
<td>• Obscene language/gesture/or threats</td>
<td>• Police involvement</td>
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<td>• Tampering with fire alarms/extinguishers</td>
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<td>• Intimidation</td>
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<td>• Possession and/or distribution of illegal substances</td>
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<td>• Pornography</td>
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<td>• Hazing</td>
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<tr>
<td>• Use of cell phones or other electronic devices to capture digital images or any electronic recording is strictly prohibited in areas where a normal expectation of personal privacy would ordinarily be in effect.</td>
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</table>

**Level IV** - These behaviors are those which pose a threat to the safety of others in the school. These acts may include criminal acts and the administrative staff will immediately contact law enforcement authorities.

<table>
<thead>
<tr>
<th>STUDENT BEHAVIOR</th>
<th>DISCIPLINARY RESPONSES</th>
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<tbody>
<tr>
<td>• Continuation of Level I-III behaviors</td>
<td>• Continuation of Level I-III responses</td>
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<tr>
<td>• Extortion</td>
<td>• Expulsion</td>
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<td>• Bomb Threat</td>
<td>• Alternative placement in/out of district</td>
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<td>• Assault/battery</td>
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<td>• Theft and/or sale of stolen property</td>
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<td>• Arson</td>
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<td>• Breaking and entering</td>
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<td>• Violation of the substance abuse policy</td>
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**STUDENT SEARCH POLICY**

School administrative personnel have the authority to require students or other persons, under the administrator's jurisdiction, to submit to a thorough search, including, but not limited to the following: clothing, handbags, wallets, lockers, school bags and cars in order to take possession of any unauthorized materials suspected of being in their possession.

When students under 18 years of age refuses to submit to a reasonable cause search as outlined in this policy, the parents of the student and the police are called immediately. When appropriate, body searches will be conducted by the police. (School Board Policy 226). In addition, Sun Valley High School is subject to periodic impromptu searches by a certified drug dog. The same policies from above apply during these searches. Dogs will search the parking lots as well as the school building.
CUTTING CLASS
Any student who misses a class(es) for any illegitimate reason or who leaves school without proper permission may be considered to be cutting the class.

SMOKING / VAPING
Due to Pennsylvania Act 145 of 1996 and research related to the physical dangers associated with tobacco products, smoking, vaping, and the use of tobacco products are not permitted on school property. There is no smoking/vaping on school grounds.

Any student found smoking, in possession of a cigarette, vaping device, smoking paraphernalia, or any tobacco products anywhere on school property will be suspended for a minimum of 3 days. Length of suspensions may increase based on the number of offenses committed.

In addition to suspension, any student found in possession of tobacco products on school property or in school will be subject to a fine, plus court costs pursuant to the penalties set forth in Pennsylvania Act 145 of 1996.

REFUSAL TO OBEY SCHOOL PERSONNEL
Any student who is asked to leave a class for any reason should report to the office immediately. Students who fail to follow the directives of school personnel or failure to leave in a timely fashion or a failure to leave are considered insubordinate and may result in an automatic suspension.

CAFETERIA REGULATIONS
- Students cannot leave the cafeteria without permission from a lunch monitor.
- During lunch, students needing to use the bathroom are to use the ones adjacent to the cafeteria.
- Students should be in the cafeteria no later than five (5) minutes after the first dismissal bell.
- If a student continually misbehaves, he/she will lose their cafeteria privileges.

VIOLENCE AND/OR THREATENING BEHAVIOR
Threats, racial slurs, harassment and stalking made from student to student, student to teacher, and/or student to staff member will be taken seriously. Such matters will be handled in accordance with the laws of Aston Township, Delaware County, and the Commonwealth of Pennsylvania. Sun Valley works closely with law enforcement officials to ensure a safe learning environment for all students.

BUS CONDUCT
All school rules shall apply during your trip to and from school and on field trips. You should bear in mind at all times that improper conduct on a bus may have more serious consequences. Disruptive behavior may distract a driver and result in a serious accident. No food or drinks are permitted on the bus.
School bus transportation is a privilege, which can and will be withdrawn temporarily or permanently when it is abused. Students are to be at their designated bus stop 5 minutes prior to pick-up time.

WIRELESS COMMUNICATIONS DEVICE
Use of cell phones/electronic device in the 21st century can be a positive tool for communication and production. The goal of Sun Valley High School is to guide students towards appropriate use of a variety of devices. Student cell phone use in Sun Valley classrooms is reserved only for educational purposes that cannot be experienced through use of a laptop or Chromebook. Therefore, unless otherwise directed by a teacher, counselor, staff member, or administrator, student cell phones (and ear buds) will be away in a book bag, pocket, or locker during class time. Violations of this expectation will be considered a classroom disturbance.

Use of cell phones/electronic devices to capture digital images or any electronic recording of students and/or staff members is strictly prohibited in classrooms, hallways, and other public areas of the school unless permission has been granted for a school assignment by a member of school personnel.

Use of cell phones/electronic devices to capture digital images or any electronic recording is strictly prohibited in areas where a normal expectation of privacy would ordinarily be in effect, such as bathrooms and locker rooms. Personal privacy violations such as this shall be considered a serious Level III offense, and may result in a referral of
the matter to law enforcement entities if such use involved the collection or dissemination of private images, regardless of any consent by the subject.

The use of cell phones/electronic devices, however, will be permitted in the hallways, at passing time, in the cafeteria during the student's lunch time, before school and after school hours. Students should not call or text others who are in class. Phones will be set to vibrate or silent for use in the hallways and cafeteria.

**DRESS CODE**
The Penn-Delco School District Board of School Directors recognizes that the legislative authority to provide for a Dress Code Policy has been provided through 24 P.S. § 13-1317.3.

The Penn-Delco School District Board of School Directors hereby adopts the following mandatory Dress Code for all students in grades kindergarten through twelve.

Based upon the legislature’s intent and Penn-Delco School District’s own experience, the Penn-Delco School District Board of School Directors strongly believes that the following support such a Dress Code.
Such a Dress Code will help to establish and maintain a more positive atmosphere conducive to education.
Such a Dress Code will help to instill student discipline.
Such a Dress Code will help to eliminate peer pressure dealing with student attire.

**Penn-Delco School District Dress Code (PDS Board Policy #221)**
The complete School Board Policy #221 Dress and Grooming is attached.

- Students should be well groomed, clean, and neatly attired when in school or at school functions.
- Students are not permitted to wear outer jackets and coats in school.
- Headwear (hats, scarves, bandannas, etc.) is prohibited from being worn in any school building during school hours.
- Sneakers or shoes must be worn at all times- no slippers. Sandals must have a strap or support on the heel in order to be worn in school. Slides are not permitted to be worn in school.
- Clothing that espouses violence, hatred, prejudice, depicts alcohol or drugs, or is found to be offensive such that it creates the risk of disruption is prohibited.
- Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts, etc.) and worn-out clothing (holes, torn, rip, etc.).
- Students are not permitted to wear extremes in apparel, jewelry, or grooming which are distinctive, disruptive, disrespectful, revealing, or unsafe. For example, chained wallets and spiked jewelry are not permitted.
- Full pajamas or pajama bottoms are not permitted.
- Undue attention to an individual’s dress, which detracts from the seriousness of the instructional process, must be avoided. Therefore: Clothing which exposes bare shoulders, armpits, midriffs, and/or cleavage is prohibited. Examples are: halter tops, tube tops, and tank tops.
- Clothing which exposes excessive areas above the knee is prohibited.
- Undergarments should not be exposed
- See-through clothing is prohibited.
- All pants or shorts must be worn at or above the waist. Excessively baggy- style pants or any styles, which expose areas below the waist, are prohibited.
- These examples are illustrative but not necessarily exhaustive.

If, in the opinion of a representative of the Administration or faculty, a student's dress is deemed distinctive, disruptive, disrespectful, revealing, or unsafe, the student’s parent/legal guardian will be notified, and the student will be removed from the classroom or school function until properly attired.

It is the firm belief of the Penn-Delco School District Board of School Directors that student dress affects attitude, behavior, and accomplishment.

**HALL PASSES**
Every student has a specific assignment for each class period. During this time he/she belongs only in the room specified on his/her roster. Students are to go to lockers or the lavatory during the three minutes between classes. At any other time a student must have a hall pass from his/her teacher. This includes visits to the office, nurse, guidance center, etc. A hall pass is
to be kept with the student and presented when asked. If detained by a teacher, that teacher is to provide a hall pass to the next class. Students should not come to the office to get a pass.

Hall passes must be presented to anybody who asks. Students are not permitted to leave class without a pass or permission from the teacher for any reason. Students leaving class without permission for any reason may face disciplinary action. Teachers will use discretion in allowing students to leave the room for emergency situations. Students with physical ailments who require visits to the nurse or lavatory should provide a written note from the parent describing the nature of the problem. The administration may limit passes for any student who abuses this privilege.

**CONTROLLED SUBSTANCES/PARAPHERNALIA (PDSD Board Policy #227)**
The complete School Board Policy 227 Controlled Substances/Paraphernalia is attached. Use or possession of illegal substances will be handled in accordance with Penn-Delco School District Policy 227.

**ELEVATOR USE**
Elevator keys are obtained from the Main Office. Students must have a doctor’s note indicating need and a receipt will be given for the key. If the key is not returned, the student will be fined $10.00.

**LOCKERS**
Each locker is equipped with a built-in combination lock; no student should divulge the combination to any other student, nor should students share a locker. In the case of a locker search, all persons sharing the locker will be held responsible.

**PUBLIC DISPLAY OF AFFECTION**
Public display of affection within the educational environment is unacceptable. It is the goal of Sun Valley to establish proper modes of behavior for students throughout the school. Teachers will be instructed to use good judgment when observing students who are involved in a public display of affection. However, if a teacher deems that a particular situation is inappropriate, he/she will bring the problem to the student’s attention immediately. Chronic offenders will be subject to disciplinary action such as detentions and suspension.

Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school. It is not, however, designed to discourage student friendships in an atmosphere of caring among students and teachers. It is our hope that we will be able to establish reasonable limits in a positive climate for the entire school community.

**OUT OF BOUNDS**
*Out of Bounds* is broadly defined as any place where a student is not supposed to be during the school day. Out of Bounds is also any unsupervised area where it is known that students are not permitted. Common sense prevails in cases where students are out of bounds. Students with no legitimate purpose for being in an out of bounds location will be considered out of bounds. Some out of bounds areas include but are not limited to: locker rooms, cafeteria at times other than scheduled lunch or study hall, under stairwells, behind doors, unsupervised classrooms, auditorium and gym at unsupervised times, behind the building, in the parking lot, along any unsupervised external perimeter of the building, etc. The administration reserves the right to determine whether an area is “out of bounds”. Students caught in out of bounds areas may be subject to disciplinary actions.

**WEAPONS (PDSD Board Policy #218.1)**
The complete School Board Policy 218.1 Weapons is attached. A weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, ammunition, poisons, chemical agent (e.g. mace), slingshot, pellet gun, air gun, explosive device and any other tool, instrument or implement capable of inflicting bodily injury, or causing harm, intimidation or harassment.

Weapons also include look-alike or replica weapons, which are operable and inoperable. Weapons do not include devices authorized by the school for legitimate educational purposes including but not limited to tools, scissors, pencils, and compasses. Any student using an object in a manner-implicating harm, intimidation or harassment will be considered to be in possession of a weapon. Violation of this policy may result in suspension, expulsion, and/or prosecution. Any person with knowledge of an individual possessing a weapon is instructed to report this to an administrator immediately.

**BULLYING/CYBER-BULLYING (PDSD Board Policy #249)**
The complete School Board Policy 249 Bullying/Cyber-Bullying is attached. The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and
intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal, non-verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as intentional harming of another person where the bully has more power than the victim.

Bullying has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop, walking to or from school, or at any activity sponsored, supervised or sanctioned by the school.

STUDENT ACTIVITIES

STUDENT ACTIVITIES

Every student at Sun Valley is encouraged to participate in activities. Faculty sponsors direct students involved in these activities. Membership in one or more of these organizations expresses a willingness to contribute to the betterment of the school as well as an interest in having an enjoyable experience with fellow students.

ELIGIBILITY FOR SCHOOL EVENTS

All school-sponsored events, including but not limited to class dances/proms, volleyball marathon, PRIDE picnic, and attendance at & participation in athletic events and activities are subject to eligibility standards which includes academics (cannot be failing 2 or more classes) and attendance (school privilege may be lost on the 6th unexcused day).

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<tr>
<th>Aevidum</th>
<th>National French Honor Society</th>
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<td>Band</td>
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<td>Cappies</td>
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<td>Chorus</td>
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<td>FCCLA (Family, Career &amp; Community Leaders)</td>
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<td>National Art Honor Society</td>
<td>Valley Vogue</td>
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<td>Yearbook</td>
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DANCE/PROM REGULATIONS

Dances are not required but are special additions to Sun Valley High School social life. With privileges come responsibilities. In order to continue having dances, there are rules that must be followed:

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All school rules apply to students during the dances.

- Each student is permitted to bring one (1) guest with him/her and they must arrive together.
- All guests must also have a picture I.D. or their high school schedule.
- Students are responsible for the actions of any guests that they bring to school dances. **NO DATES CAN BE 21 OR OLDER TO ATTEND SCHOOL DANCES.**
- No one will be admitted after one (1) hour after the dance begins without prior permission.
- No one is allowed to leave the dance early without prior permission.
- It is the student's responsibility to make sure that a ride home is available at the end of the dance.
- Breathalyzers may be used at all dances, proms or any other time a student is suspected of being under the influence of an illegal substance.
- For Proms, only members of that class are permitted to buy tickets.
- **If a student is suspended from school during the date at which the dance is to be held, that student may not attend.**

**CLASS DUES**

Class dues will be collected in the junior and senior years only, and will be paid in a lump sum. Class dues covers the cost of the senior yearbook, cap and gown rental, and helps support class sponsored activities. Students must pay class dues by the deadlines established by each class in order to participate in class-sponsored activities. Arrangements may be made with class sponsors if there are situations, which necessitate the delay in payment of class dues. If class dues are turned in after the due date, a late fee will be charged. All payments for class dues and activities are to be by check or money order or cash. Class dues are non-refundable.

**CONDUCT OF OUR ATHLETES**

All athletes will be held to all conditions of the Sun Valley Student Handbook and its consequences. The athlete may face additional consequences related to the privilege to participate in interscholastic athletics.

**ACADEMIC ELIGIBILITY**

Grade reporting is completed by teachers on a weekly basis. All grades are updated on Friday at noon. The eligibility report is created and distributed to coaches on Friday. Coaches inform student athletes of any academic deficiencies at that time. The report will identify students that have earned a “D” or “F” in any scheduled class.

A student athlete becomes ineligible when failing more than one subject. The period of eligibility begins on the Sunday following the grade report and continues until that Saturday (7 calendar days). If a student is determined to be ineligible during a period of season break, they will remain ineligible until after the next report.

A student athlete will use this time to concentrate on academics in order to achieve eligible status. Students may practice during this time frame at a coach's discretion. The student may not suit up or participate in any interscholastic games during period of ineligibility.

On the day of marking period grade reports, any student athlete failing more than one subject will become ineligible for a period of fifteen (15) school days. Coaches and administration will monitor the student athlete's grades during this time to determine whether the athlete may participate in practice. Students may not suit up or participate in any interscholastic games during this period of ineligibility.

**PHYSICALS, CONCUSSION TESTING & SUDDEN CARDIAC ARREST INFORMATION ACKNOWLEDGEMENT**

All Sun Valley students wishing to participate in interscholastic athletics must have passed an initial physical examination performed by a licensed physician of their choice.

The Pennsylvania Interscholastic Athletic Association (PIAA) has mandated their Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form as the only physical form to be accepted. PA Department of Education physical exam forms cannot be accepted.

The required CIPPE forms are available online at the Sun Valley Athletic Page website under the "Physical Forms" link. They are also available from the PIAA website (www.piaa.org).

All physical exams must be dated after June 1st and before the start of the practices each school year before an athlete can participate. Parents/Guardians are encouraged to schedule annual check-ups/physicals within the June 1 - August 1 window in order to avoid potential insurance limits and co-pays. By doing so the physical exam is good for the entire school year - not calendar year, barring an injury or illness after the initial physical exam.
Athletes must turn in all required, completed forms to their coach on the first day of practice. Do NOT fax forms! We must have the original forms with signatures for our files. Copies cannot be accepted.

The Athletic Department will keep the forms on file the entire school year; however, we recommend you keep a file at home for your records. Please be reminded that all sections of the CIPPE form must be completed correctly and returned prior to participation.

All student athletes will be administered the Concussion Vital Signs baseline examination prior to competing in interscholastic sports. Athletes will be tested every two years.

In addition, students and parents must read, review and sign sections 3 and 4 of the PIAA CIPPE regarding Concussion Management and Sudden Cardiac Arrest information. Both forms must be signed by parents/guardians and student athlete in order to participate.

**SPORTS ATTENDANCE RULES**

Practices are essential for proper conditioning, improvement and teamwork. Therefore athletes are required to attend scheduled practices. Students must be in school by 10:15 AM and remain in school all day to be considered eligible to participate in practice, scrimmages or games. Doctor's notes, pre-approved excused absences from administration (i.e. college visit) and funeral attendance are the exceptions to this requirement. Parent’s notes do not take the place of a doctor’s note. If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 School days following your 20th day of absence.

**ATHLETIC BUS POLICY**

Athletes must ride on team buses to and from all athletic events away from the Sun Valley campus. A student may ride home with a parent/guardian only after having completed the transportation waiver form provided at the beginning of the athletic season. The waiver form must be signed by the parent/guardian and returned to the coach and athletic office. This waiver form only covers the immediate season. A new waiver form must be completed for each subsequent season. After the waiver form is on file, the parent/guardian must inform the coach in person when they will be transporting them after an athletic contest. Student athletes may only be transported by parent/guardians. Failure to follow the athletic bus policy may result in loss of participation privilege in the next athletic contest.

**UNSPORTSMANLIKE CONDUCT**

Unsportsmanlike conduct is not tolerated and will be dealt with by the Sun Valley administration swiftly. Consequences may vary from extra physical activity, loss of playing time, suspension, or dismissal from the team, depending on severity and number of occurrences. Each incident will be dealt with on a case by case basis.

**ALCOHOL AND ILLEGAL DRUGS**

Players are subject to the SVHS Student Handbook and Penn-Delco Board policies regarding alcohol and illegal drugs. Use of drugs, tobacco and alcohol impairs the student athlete’s physical ability and reaction time, placing teammates, opponents and themselves at risk. Any violation of these policies will result in dismissal from the team and possible loss of athletic privilege for the year.

**GAME MISCONDUCT**

A student receiving a red card during interscholastic competition is automatically suspended from the next contest. If it is the last game of the season and the student participates in the next sports season, they will miss that first interscholastic game. A red card received in the last game of the spring season will result in missing the first game of the next school year (if the player is an underclassman). Repeated red cards will result in administrative discipline, suspension from team, or dismissal from the team.

**GROSS MISCONDUCT**

Defined as, but not limited to, stealing, extortion, vandalism, harassment, fighting, intimidation, bullying and repeated disrespect of faculty and staff. Students are suspended from school and will receive additional consequences from the athletic department, including suspension, dismissal from team or loss of athletic privileges for the entire school year.

**NCAA CLEARINGHOUSE**

The NCAA initial-Eligibility Clearinghouse must declare student-athletes wishing to participate and be eligible for athletic scholarships/participants at the Division I and II level during their senior year. It is imperative that the student and/or parent
notify the guidance counselor regarding applying to the NCAA clearinghouse so that appropriate scheduling can be maintained. Registration is required during the student's junior year. More details and information may be obtained through the NCAA website.

**EXTRACURRICULAR ACTIVITIES**

In order to participate in a practice session, scrimmage or game the student must be in school ALL day. All students must be in by 10:15 a.m. to be considered present and eligible for that day. Students who exhibit inappropriate behavior at an extracurricular activity or event may be asked to leave the event. Those students may also be given detentions and/or be suspended at the discretion of administration. Offenders may be prohibited from attending extracurricular events.

Any student receiving Homebound Instruction or Instruction in the Home, or is placed elsewhere for administrative/discipline reasons may not participate in any extra-curricular activities associated with Penn-Delco School District unless otherwise approved by the Penn-Delco School District administration. This includes but is not limited to sporting events, dances, evening programs, class trips and proms.

Any student suspended for any reason may be restricted from any and all extra-curricular activities as well as participation in class trips at the discretion of the administration.

**CLASS TRIPS**

Any student suspended out of school may be restricted from participation from class trips.

**CLASS SPONSORED ACTIVITIES**

Participation in all class-sponsored activities is a privilege not a right.

All class activities are coordinated and directed by the class officers and their sponsor with administrative approval. Dances, floats, dues collection, fundraising, trips, class meetings, and senior activities are all the responsibility of class officers. Officers consist of President, Vice President, Secretary, Treasurer, and Historian.

**National Honor Society**

Membership in the National Honor Society is based upon the following criteria:

**Scholarship:**

To be eligible for membership, candidates must be entering their junior or senior class at Sun Valley High School.

Candidates shall then be evaluated on the basis of service to community and classroom, leadership skills, social and academic character.
Leadership:
Students must be resourceful in proposing solutions to new problems, applying principles and making suggestion demonstrating initiative in promoting school activities, and upholding the traditions of the National Honor Society.

Service:
This includes actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation. Volunteers and mentors should cheerfully render service to the school or the community.

Character:
Students must demonstrate the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

Selection of Members:
Students who meet the academic scholarship requirement will be asked to complete an application to the National Honor Society. A faculty council meets to review the applications and selects individuals for membership. Students who drop below National Honor Society standards will be placed on probation and cases reviewed by the sponsor and administrators. The potential to be removed from the National Honor Society exists if the student fails to maintain the required academic standards in 3 out of 4 marking periods. NHS Officers are elected yearly. Members are required to participate in a number of service projects during the school year and to attend monthly meetings.

NATIONAL MATH HONOR SOCIETY
The Math Honors Society, Mu Alpha Theta, is a national club for superior math students throughout the United States. The club provides the opportunity for students who have excelled in Algebra 1, Geometry, and Algebra 2 to compete in math contests against other schools. The students also provide peer tutoring for students currently enrolled in Algebra 1, Geometry, Algebra 2, and Intro to Calculus, Calculus, and Statistics.

NATIONAL SCIENCE HONOR SOCIETY
Sun Valley established the National Science Honor Society during the 2016-2017 school year. The SNHS is an academic nationwide honor society that empowers youth with interests in the sciences. Each member has demonstrated an interest in the field of science by taking one or more AP science classes, including AP Biology, AP Chemistry, or AP Physics. Members are required to participate in peer tutoring for science. They participate in the annual Sun Valley Science Night and Science Fair. Members attend monthly meetings designed to discuss scientific opportunities, field trips, and other initiatives students want to bring to SV. Students must participate in a minimum of 10 hours towards the required activities or initiatives to wear the cord at graduation.

NATIONAL SPANISH HONOR SOCIETY
A regularly enrolled student of a secondary school (grades 9-12) who has maintained an honor average in the study of Spanish or Portuguese for at least three semesters is eligible for membership in the Society. Sponsors should also include character, leadership, and seriousness of purpose, cooperation, honesty, service and commitment to others in the criteria for selection into the Society. The student must be enrolled in the study of the language at the time of initiation.

NATIONAL TRI-M MUSIC HONOR SOCIETY
The Tri-M Music Honor Society is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.
**Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

**Authority**

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

**Definitions**

**Compulsory school age** shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

**Person in parental relation** shall mean a:[9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child. This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, staff and local Magisterial District Judges about the district’s attendance policy by publishing such policy in student handbooks, newsletters, district website or other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building principal and Social Worker, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]

2. Detail the process for submission of requests and excuses for student absences.

3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

**Guidelines**

**Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][14][15][16][17][18][19]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][20]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][21]

3. Students attending college who are also enrolled part-time in district schools.[22]

4. Students attending a home education program or private tutoring in accordance with law.[5][17][23][24][25][26]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]

6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]

7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[2][15]

**Excused/Lawful Absence**

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]

2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]

3. Quarantine.

4. Family emergency.

5. Recovery from accident.

6. Required court attendance.

7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]

9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[27]

10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][28]

   a. The parent/guardian submits a written request for excusal prior to the absence.

   b. The student's participation has been approved by the Superintendent or designee.

   c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

11. College or postsecondary institution visit, with prior approval.

12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][6]

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

**Temporary Excusals** -

The following students may be temporarily excused from the requirements of attendance at district schools:
1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][17]

2. Students participating in a religious instruction program, if the following conditions are met: [27][29]
   a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
   b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
   c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [20]

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[9]

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[30]

The notice shall:[30]

1. Include a description of the consequences if the student becomes habitually truant; and may include the offer of a School Attendance Improvement Conference.

School Attendance Improvement Conference -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[30]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the School Attendance Improvement Conference:[9]
1. The student.

2. The student's person in parental relation.

3. Other individuals identified by the person in parental relation who may be a resource.

4. Appropriate school personnel or affiliated and recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. [30]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. [30]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed. [30]

**Student is Habitually Truant**

When a student under fifteen (15) years of age is habitually truant, district staff: [31]

1. Shall refer the student to:
   a. A school-based or community-based attendance improvement program;

2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student. [31]

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [31]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [31]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference. [31]

**Filing a Citation**

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. [32]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law. [32]

**Special Needs and Accommodations**

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall
take action to address the student’s needs in accordance with applicable law, regulations and Board policy.[33][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.[33][34][36]

**Discipline**

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[30]
Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.34
21. 22 PA Code 11.32
22. 22 PA Code 11.5
23. 22 PA Code 11.31
24. 22 PA Code 11.31a
25. 24 P.S. 1327.1
26. Pol. 137
27. 22 PA Code 11.21
28. 22 PA Code 11.26
29. 24 P.S. 1546
30. 24 P.S. 1333
31. 24 P.S. 1333.1
32. 24 P.S. 1333.2
33. Pol. 103.1
34. Pol. 113
35. Pol. 113.3
36. Pol. 114
22 PA Code 11.24
22 PA Code 11.8
Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian (and) family physician will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not available during school hours.

Definition

For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines.

Authority

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication, and the written order of the prescribing physician, which shall include the student’s name, diagnosis/purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.[1][2]

A new physician’s note is needed at the start of each school year.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse liaison, shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the school nurse or designee. A student may self-administer inhalers or epi-pens upon written request of the parent/guardian and physician.

All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the school nurse liaison shall regularly review the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

Guidelines
The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

**Student Self-Administration of Inhalers or Epi-pens**

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Sign his/her medication sheet to acknowledge having taken the medication.
4. Demonstrate a cooperative attitude in all aspects of self-administration.

**Legal**

1. 24 P.S. 510
2. 22 PA Code 12.41
3. 24 P.S. 1402
4. Pol. 000
Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.\[2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability.\[3][4][5]

The Code of Student Conduct shall be amended by the Board from time to time as necessary.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.\[6][7]

Any Student disciplined by a district employee shall have the right to notice of the infraction.\[10]

Suspension and expulsions shall be carried out in accordance with Board policy.\[10]

In the case of a student with disability, including a student from whom an evolution is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understand with local law enforcement and Board policies.\[14][15]

In cases where a student(s) violates school regulations regarding discipline, the Board supports the teachers and administrators in maintaining an orderly environment in the classroom and school.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[8][9]

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

5. The conduct involves the theft or vandalism of school property.

**Guidelines**

Any student disciplined by a district employee shall have the right to notice of the infraction.[10]

Suspensions and expulsions shall be carried out in accordance with Board policy.[10]

Professional school personnel are responsible for using disciplinary actions and methods which are reasonable and just. Punishment shall not:

1. Exceed bounds of moderation.
2. Be cruel, merciless or excessive.
3. Be motivated by malice or hatred.
4. Be administered without considering the educational effects upon the student.

**Corporal Punishment**

The Board prohibits the use of corporal punishment to discipline students for violations of Board policies and district rules or regulations.[11]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[11]

**Delegation of Responsibility**

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students’ rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.[3][7]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.
The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.[12][13]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[12]

Reasonable force may be used by teachers and school authorities under any of the following circumstance: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of person or property.[11]

**Definition**

**Corporal Punishment** - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.[1]

The Board prohibits the use of corporal punishment to discipline students for violations of Board policies and district rules or regulations.[11]

**Legal**

1. 22 PA Code 12.16
2. 24 P.S. 510
3. 22 PA Code 12.3
4. 22 PA Code 12.4
5. Pol. 103
6. 22 PA Code 12.2
7. Pol. 235
8. Pol. 122
9. Pol. 123
10. Pol. 233
11. 22 PA Code 12.5
12. 24 P.S. 1317
13. 24 P.S. 1318
14. 22 PA Code 403.1
15. 20 U.S.C. 7114
16. 22 PA Code 10.23
17. 20 U.S.C. 1400 et seq
Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - includes but is not limited to any knife, cutting instrument, cutting tool, nunchuck stick, brass or metal knuckles, firearm, shotgun, rifle, ammunition, poisons, chemical agent (e.g., mace), slingshot, pellet gun, air gun, explosive device and any other tool, instrument or implement capable of inflicting bodily injury, or causing harm, intimidation or harassment.[1]

Weapons also include look-alike or replica weapons which are operable and inoperable.

Weapons do not include devices authorized by the school for legitimate educational purposes, including but not limited to tools, scissors, pencils and compasses. Any student using an object in a manner to harm, intimidate or harass will be considered to be in possession of a weapon.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity. [1]

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[1][2]

Delegation of Responsibility

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.[1][3]

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.[1]
The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.[1]

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.[4]

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.[4]

**Guidelines**

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.[1]

Weapons under the control of law enforcement personnel are permitted.

**Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[1]

**Legal**

1. 24 P.S. 1317.2
2. Pol. 233
3. 20 U.S.C. 1400 et seq
4. 24 P.S. 1303-A
5. 22 PA Code 403.1
6. 20 U.S.C. 7151
7. 20 U.S.C. 7114
8. 18 Pa. C.S.A. 912
9. 18 U.S.C. 921
10. 18 U.S.C. 922
11. 34 CFR Part 300
Purpose

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Definitions

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.[5]

Terroristic act - shall mean an offense against property or involving danger to another person.

Authority

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Delegation of Responsibility

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent or designee shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.[2]

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

Guidelines

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.[3]

2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.

4. The building principal may inform any person directly referenced or affected by a terroristic threat.

5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of a student with disabilities, the district shall take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.[4]

Legal

2. 22 PA Code 12.2
3. Pol. 233
4. 20 U.S.C. 1400 et seq
5. 18 Pa. C.S.A. 2706
34 CFR Part 300
Pol. 000
Purpose

The Penn-Delco School District supports the use of positive reinforcement as a means to promote and support behavioral norms from students. The district supports and actively encourages procedures, methods, and practices that are appropriately empowering, reassuring, and complimentary rather than negatively-focused. Positive Behavior Support ensures that all students and eligible young students are free from demeaning treatment, the use of aversive techniques, and the use of unreasonable restraint. This policy is designed to enable children with IEPs, who need behavior support, to benefit from their FAPE within the LRE in accordance with the requirements set forth in Pennsylvania’s Chapter 14 Regulations.[1][2][4][7][8]

Authority

Behavior support programs must include research-based practices and techniques to develop and maintain skills that will enhance an individual student’s or eligible child’s opportunity for learning and self-fulfillment.[1]

Guidelines

The district shall employ positive effective techniques to (1) modify the contextual influences of behavior (i.e., setting events and immediate antecedent events), (2) teach socially appropriate alternative skills, and (3) reduce problem behavior. Positive techniques for the development, change, and maintenance of particular behaviors shall be attempted prior to the use of more intrusive or restraining measures. Positive responses will be monitored along with improvements in student general health/well-being as a result of positive behavior support. A hierarchy of strategies ranging from the least intrusive to the most intrusive will be utilized. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary. Positive behavior support plans must be based on a functional behavior assessment.[1]

The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques. Specifically, restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the students is acting in a manner as to be a clear and present danger to him/herself, to other students or to employees, and only when less restrictive measures and techniques have been proven to be, or are, less effective.[1]

The educational agency shall notify the parent/guardian as soon as practicable of the use of restraint to control the aggressive behavior of his/her child and shall convene a meeting of the IEP team within ten (10) school days of the inappropriate behavior causing the use of restraints, unless
the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student or eligible young child needs a functional behavior assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[1]

Physical Restraints

The use of physical restraint when implemented as a protective procedure used as a last resort must be documented as a part of a child’s crisis management plan in the child’s Behavior Support Plan within his/her IEP. When physical restraint is used as written in the child’s crisis management plan, the IEP team shall review the current IEP for appropriateness and effectiveness.[1]

The use of restraints may only be included in a student’s or eligible young child’s IEP when the following conditions apply:[1]

1. The restraint is utilized with specific component elements of positive behavior support.
2. The restraint is used in conjunction with the teaching of socially acceptable alternative skills to replace the problem behavior.
3. Staff is authorized to use the procedure and have received the staff training required.
4. There is a plan in place for eliminating the use of restraint through the application of positive behavior support.

Teachers and staff utilizing physical restraint as a protective procedure shall be certified in crisis intervention strategies.

The use of restraints may not be used as punishment by any staff member or used as a substitute for educational programs. The use of restraints may not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment.[1]

The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques. Restraints to control acute or episodic aggressive behavior or self-injurious behavior may only be used when the student is acting in a manner as to be a clear and present danger to himself/herself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.[1]

Restraint is defined as the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student’s or eligible young child’s body. The term restraint does not include:[1]

1. Briefly holding, with or without force, a student or eligible young child to calm or comfort them, guiding a student or eligible young child to an appropriate activity, or holding a student’s or eligible young child’s hand to safely escort them from one area to another.
2. Hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student’s or eligible young child’s parents/guardians and specified in the IEP.
3. Devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices. These devices are considered mechanical devices when specified in an IEP.
4. Mechanical restraints, which are used to control involuntary movement or lack of muscle control of students when due to organic causes or conditions, when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student’s parents/guardians. Said mechanical restraints shall prevent a student from injuring themselves or others or promote normative body positioning and physical functioning.

Aversive Techniques

The following aversive techniques of intervening with problem behavior are considered inappropriate and may not be used by Penn-Delco School District personnel and agencies working with Penn-Delco School District:[1]

1. Corporal punishment.

2. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.

3. Deprivation of basic human rights, such as withholding meals, water or fresh air.

4. Treatment of a demeaning nature.

5. Punishment for a manifestation of a student’s disability.


7. Suspensions constituting a pattern as defined in state regulations.[6]

8. Electric shock.

9. Methods which have not been outlined in the agency’s plan.

10. Methods implemented by untrained personnel.

11. Prone restraints – when a student is held face down on the floor.

The Penn-Delco School District must obtain parental approval through the IEP process for all procedures identified within the child’s individualized Positive Behavior Support Plan as a part of the IEP.[1]

Penn-Delco School District is responsible for ensuring that positive behavior support programs are in accord with Chapter 14, including:[1]

1. Training of personnel for the use of specific procedures, methods and techniques including positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention.

2. Having a written policy and procedure on the use of positive behavior support techniques and obtaining parental consent prior to the use of restraints or intrusive procedures or restraints.

Agencies may convene a review, including the use of a human rights committee, to oversee the use of restraints or intrusive procedures or restraints.[1]

Referral to Law Enforcement

Subsequent to referral to law enforcement, students with disabilities must have an updated
Functional Behavioral Assessment and a Positive Behavior Support Plan.[1]

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the district shall ensure that the responsible school district or intermediate unit outside the district is informed of the need to update the Functional Behavioral Assessment and the Positive Behavior Support Plan of the student.[1]

Delegation of Responsibility

Data on the use of restraints shall be maintained and reported as prescribed by the Secretary of Education. The report shall be reviewed during compliance monitoring conducted by the Department of Education.[1]

The Superintendent or designee is responsible for ensuring that (1) agreed upon Positive Behavior Support Plans within IEP’s for students are implemented in a consistent manner, and (2) this policy is implemented in compliance with Pennsylvania’s Regulations.

The Superintendent or designee is responsible for programs that are solely operated by Penn-Delco School District.

Legal

1. 22 PA Code 14.133
2. 22 PA Code 14.145
4. 34 CFR 300.114
6. 22 PA Code 14.143
7. 20 U.S.C. 1414
8. 34 CFR 300.324
20 U.S.C. 1400 et seq
34 CFR Part 300

Pennsylvania Training and Technical Assistance Network (PaTTAN)

Pol. 113
Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board strongly believes that a dress code will help to:

1. Establish and maintain a more positive atmosphere conducive to education.
2. Instill student discipline.
3. Eliminate peer pressure dealing with student attire.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

It is expected that staff members demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

Legal

1. 24 P.S. 1317.3
2. 22 PA Code 12.11
3. Pol. 325
Purpose

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definition

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. The district directs that this policy also addresses the use of “electronic cigarettes.”[5]

The district defines “Electronic cigarettes” as any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigars, e-pipes, or under any other product name or descriptor.

The district defines “Smoking” as inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. The district’s definition of “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

The district defines “Tobacco product” as any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of tobacco product, including but not limited to, cigarettes, cigars, little cigars, cheroots, stogies, periques, granulated, plug cut and twisted tobacco; fine cut, and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The district defines “Tobacco related devices“ as any ashtrays, cigarette paper or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.

The Board prohibits the use, consumption, display or sale of any tobacco products, lighters, or electronic cigarettes at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

Authority

The Board prohibits the use, consumption, display or sale of any tobacco products, lighters, or electronic cigarettes any time on school property or at any off-campus, school-sponsored events.
The school district may initiate prosecution of a student who possesses or uses tobacco, or violates any other aspect of this policy in accordance with law.[5]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct and other efficient methods.

Guidelines

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.[4]

A student found to be in violation of this policy will be subject to disciplinary action, in accordance with the Code of Student conduct and/or any other applicable laws. Possession of a lighter or matches may result in suspension.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to $50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.[5]

Legal

2. 35 P.S. 1223.5
3. 20 U.S.C. 7183
4. 24 P.S. 1303-A
5. 18 Pa. C.S.A. 6306.1
24 P.S. 510
22 PA Code 403.1
20 U.S.C. 7114
20 U.S.C. 7181 et seq

Pol. 000
Purpose

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

Authority

The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students have followed established procedures and obtained the required permit.

The Board prohibits the use of mini-bikes and motor-cycles on district property.

The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged.

Delegation of Responsibility

The building principal or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

Legal

24 P.S. 510
24 P.S. 779
24 P.S. 1519
Purpose

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

Authority

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

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[1][2][3]

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

Legal

1. 24 P.S. 777
2. Pol. 218
3. Pol. 233
24 P.S. 109
24 P.S. 801
Pol. 000
Purpose

The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.[1]

Authority

It shall be the policy of the Board that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.

The district shall encourage programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a respectful attitude toward law enforcement officials.

Guidelines

Interrogations

When police request permission to interrogate a student at school, the principal shall inform the Superintendent, determine why such interrogation could not occur at the student's home, and attempt to inform the student's parents/guardians.

Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or a representative shall be present throughout the proceedings.

Arrests

When the police request permission to arrest a student at school, the principal shall inform the Superintendent or Assistant Superintendent, if necessary, attempt to inform the student's parents/guardians, and request and inspect the arrest warrant.

No student shall be released to police authorities without proper warrant and appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.

Legal

1. Pol. 204

24 P.S. 1303-A
Purpose

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

Authority

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.\[1\]

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.\[2\]

Searches shall be reasonable in scope, manner, time and place.

Delegation of Responsibility

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy and district procedures.\[2\]

The Superintendent or designee shall develop procedures to implement this policy.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.\[3\]

The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.
The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

**Guidelines**

Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.[2]

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.[2]

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

**Legal**

1. 24 P.S. 510
2. 22 PA Code 12.14
3. Pol. 225
Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:[1][15]

1. Controlled substances prohibited by federal and state law.

2. Look-alike drugs.

3. Alcoholic beverages.

4. Anabolic steroids.

5. Drug paraphernalia.

6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.[2]

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.[3][4][5]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the
Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.

5. The conduct involves the theft or vandalism of school property.

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.

2. Provide education concerning the dangers of abusing controlled substances.

3. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

**Guidelines**

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

**Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.
The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.

2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.

3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Legal

1. 35 P.S. 780-102
2. Pol. 210
3. 24 P.S. 510
4. 24 P.S. 511
5. 22 PA Code 12.3
6. Pol. 218
7. Pol. 122
8. Pol. 123
9. 42 Pa. C.S.A. 8337
10. Pol. 233
11. 24 P.S. 1303-A
12. 35 P.S. 807.1
13. 35 P.S. 807.2
14. 21 U.S.C. 812
15. 35 P.S. 807.3
16. 22 PA Code 403.1
17. 35 P.S. 780-101 et seq
18. 35 P.S. 807.1 et seq
19. 20 U.S.C. 7114
20. 20 U.S.C. 7161
21. 21 U.S.C. 801 et seq
Pol. 000
Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[1]

Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee. Overnight class trips require prior board approval.[2]

Guidelines

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following:

1. Designation of a staff member who shall be the Board employee responsible for the event.[1]

2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.

3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

Legal

1. 24 P.S. 511
2. 24 P.S. 517
3. 24 P.S. 510
Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][14][15]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[5][1][6]

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[5][1]

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing
1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[6]

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.

3. The student may question any witnesses present at the informal hearing.

4. The student may speak and produce witnesses who may speak at the informal hearing.

5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.[5][1][6]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[5][1][6][7]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.

2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.

4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

7. The right to testify and present witnesses on the student's behalf.

8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

   a. The need for laboratory reports from law enforcement agencies.

   b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).

   c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

**Adjudication**

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[8]

**Attendance/School Work During Suspension and Prior to Expulsion**

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][9]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

**Attendance/School Work After Expulsion**

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the
parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

**Students With Disabilities**

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[10][11]

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[12]

2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[13]

4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.

5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

**Legal**

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
5. 24 P.S. 1318
6. 22 PA Code 12.8
7. 2 Pa. C.S.A. 101 et seq
8. 2 Pa. C.S.A. 101
9. Pol. 204
10. Pol. 113
11. Pol. 113.1
12. Pol. 218
13. Pol. 216
14. 20 U.S.C. 1400 et seq
15. 34 CFR Part 300
22 PA Code 12.3
Pol. 000
Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

Endangers the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangers the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation forced exclusion from social contract; or forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any Hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in,
condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

**Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

**Guidelines**

In addition to posting this policy on the district’s website, the district shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.[2][3]

**Complaint Procedure**

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

**Consequences for Violations**

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.[2][3][6][7]

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[8]
If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.[3]

Any person who causes or participates in hazing may also be subject to criminal prosecution.[9]

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Legal

1. 24 P.S. 5352
2. 24 P.S. 511
3. 24 P.S. 5354
4. Pol. 122
5. Pol. 123
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. 24 P.S. 5353

24 P.S. 5351 et seq

247-AG- Notice to Complainant of Hazing.pdf (80 KB)  247-AR-0-Hazing.pdf (7 KB)

247-AG-1- Investigative Fact Sheet.pdf (80 KB)
Purpose

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

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[1][2][3]

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:[3]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a
sexual nature when:[4]

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Human Resources as the district's Compliance Officer.[5]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.

2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.

4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting
A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

**Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

**Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

**Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

**Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Legal

1. 43 P.S. 951 et seq
2. 20 U.S.C. 1681 et seq
3. 29 CFR 1606.8
4. 29 CFR 1604.11
5. Pol. 103

Office for Civil Rights - Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (March 1997)

Pol. 103.1
Pol. 806
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**Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Definitions**

**Bullying** means an intentional electronic, written, verbal, non-verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as intentional harming of another person where the bully has more power than the victim. Bullying has the effect of doing any of the following:[1]

1. Substantial interference with a student’s education.

2. Creation of a threatening environment.

3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes **cyber-bullying**. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;

2. Placing a student in reasonable fear of damage to or loss of personal property; or

3. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop, walking to or from school, or at any activity sponsored, supervised or sanctioned by the school.
Authority

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.[1]

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop building procedures for implementation of this policy.

The Superintendent or designee shall ensure that this policy and building procedures are reviewed annually with students. [1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. [1]

District administration shall annually provide the following information with the Safe School Report: [1]

1. Board’s Bullying Policy.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][3]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[4][1][5]

Retaliation

Retaliation against students, school personnel or other persons who report bullying pursuant to this policy or who participate in any related proceeding is prohibited. The Board deems retaliatory acts as harmful as bullying acts and shall take appropriate action against students who retaliate against any student, school personnel or other person who reports alleged bullying or participates in related proceedings. Such action may include discipline up to and including expulsion.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][3][6]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.

4. Exclusion from school-sponsored activities.

5. Referral to the Student Assistance Team.

6. Detention.

7. Suspension.

8. Expulsion.

9. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A
2. 22 PA Code 12.3
3. Pol. 218
4. 24 P.S. 1302-A
5. Pol. 236
6. Pol. 233
Purpose

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Employees with network access are expected to check email messages on a daily basis and respond within a reasonable amount of time.

Authority

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, telephone service charges, data fees, or any similar fee.

The district reserves the right to log network use and to monitor fileserver space utilization including email by district users. The logging, monitoring and review may be conducted without cause and without notice. Each user of district’s equipment by the use thereof agrees and consents to logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to the Internet, email or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that data stores on the district’s servers or computers will not be private.

The district reserves the right to log network use and monitor activity on district user personal technology while on district property. All district users who operate personal technology while on district property must abide by the district Acceptable Use Policy at all times.

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 Board shall establish a list of materials, in addition to those stated in law, that are inappropriate...
Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

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.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

While certain types of personal technology are allowable in the district, the district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.

Students and staff have the responsibility to learn the rules and guidelines for use of technology devices and resources, facilities and networks and to abide by them.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.

The building and/or district administrator shall have the authority to determine what inappropriate use is.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. The filter may be disabled at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

2. Maintaining and securing a usage log and log of overridden activity.

3. Monitoring online activities.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. All students, administrators and employees who use the Internet, email and other network resources must agree to and abide by all conditions of this policy. Each user must sign the district’s Internet, email and Network Access Agreement (“Agreement”), which is attached to this policy as Appendix A. In the case of a student, the student’s parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the district’s computers for
access to the Internet or email without the approval or supervision of a teacher or district staff member. Internet-based curricular programs that are a mandatory part of instruction are captive and therefore do not fall under the parameters of Internet use (e.g. Measures of Academic Progress, MAP).

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Use to invade the privacy of other persons.
   a. Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.
   b. Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography; this includes sending, forwarding, receiving, viewing, and/or downloading.
8. Access to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive, objectionable or obscene to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Unauthorized use of social forums.
16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Quoting of personal communications in a public forum without the original author's prior consent.

19. Use to read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.

20. The unauthorized disclosure, use or dissemination of personal information regarding minors.

21. Any unauthorized attempt to circumvent or disable the Filter or any security measure, including the use of a proxy server.

22. Any form of hacking activity.

**Students**

Student users (and any other minors) also:

1. Shall not disclose, use or disseminate any personal identification information of themselves or other students.

2. Shall not engage in or access chat rooms, audio-visual internet services, social networks or instant messaging without the permission and direct supervision of a teacher or administrator.

**Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Each user is required to report any security problems to appropriate school personnel. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

**Consequences for Inappropriate Use**

The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provision of this policy is violated.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for
possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

The school district has the right to confiscate any electronic device that is brought to school or to a school function or activity: (i) that is used in violation of any of the rules or prohibitions contained in this policy, and/or in violation of local, state or federal law; or (ii) that is used in plain sight or covertly in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity.

Vandalism will result in cancellation of access privileges and other disciplinary actions as determined by the Superintendent or designee. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

**Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.[3]

**Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, social network sites, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.[1]

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.[4]

2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

5. Restriction of minors’ access to materials harmful to them.
1. 47 U.S.C. 254
2. 20 U.S.C. 6777
3. Pol. 814
4. 24 P.S. 4601 et seq
18 Pa. C.S.A. 5701 et seq
Appendix A

PENN DELCO SCHOOL DISTRICT
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn Delco School District’s Internet Access, E-Mail & Network Resources Acceptable Use Policy while on district equipment or personal technology within the district. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet, Network Resources and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the district’s equipment; I acknowledge that all aspects of my use of the district’s equipment is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district’s equipment. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Penn Delco School District makes no assurances of any kind, whether express or implied, regarding any Internet, Network Resources or E-Mail services. I further understand that the use of any information obtained via the Internet, Network and/or E-Mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not or will not be responsible for any damage or loss which I suffer.

________________________________________
Student/Employee Name (Please Print)

________________________________________  ______________________________
Student/Employee Signature     Date

Note: For student users, parent or guardian must also read and sign this agreement.

Parent's or Guardian's Agreement

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the Penn Delco School District to ensure compliance at all times with the district’s Internet Access, E-mail and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet, Network Resources and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.
As a parent/guardian of ________________________, I acknowledge that I received and understand the District’s Internet Access, E-Mail and Network Resources Acceptable Use Policy and the District’s Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet, Network Resources and E-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for Penn Delco School District to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or E-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and E-Mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and E-mail; that there is no practical means for the district to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and E-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Penn Delco School District to provide my child with Internet and E-mail access. I agree to compensate the district for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to (a) my child's violation of the District’s Internet Access, E-Mail and Network Resources Acceptable Use Policy while on district property or personal technology within the district or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Parent/Guardian Signature: ________________________________

Print Name: ___________________________ Date: ________________