

Twin Valley School District

Elementary Student Handbook 2017-18

TABLE OF CONTENTS

	<u>Page</u>
Acceptable Use of Internet/Electronics	20
Admissions	3
Attendance	3
Bus Regulations	17
Clearances	22
Discipline Code	7
Dress Policy	6
Facilities Information	19
General Information	5
Medical Information	13
Student Records	12
Student Services	13
Weapons Policy	11

*Twin Valley School District Board Policies can be viewed in their entirety at:
www.tvsd.org*

ADMISSIONS

Admission to School

All children entering school, kindergarten or first grade, for the first time, must be completely immunized for diphtheria, tetanus, polio, measles, rubella, mumps, and hepatitis B and varicella.

Kindergarten

A child must be five (5) years of age on or before August 15 of a given year to apply for admission to kindergarten. A birth certificate is required.

ATTENDANCE

Attendance Procedures

Purpose

The Twin Valley School District requires that school aged pupils enrolled in the schools of this district attend regularly in accordance with the laws of the Commonwealth of Pennsylvania. The procedures outlined herein are designed to insure that all students take maximum advantage of all the educational services provided by the District.

General Guidelines

All resident children of the Twin Valley School District are entitled to attend the District's public schools from the earliest admission age for the District's kindergarten school program until the age of 21 years. School attendance is compulsory from the time the child enters the lowest grade of an elementary school above kindergarten, which shall be no later than 8 years of age, until the age of 17 or graduation from a regularly accredited high school. No student will be admitted to the District's schools who has attained a high school diploma or its equivalent, unless the student is approved as part of a foreign exchange program.

Procedures Applicable to All District Students

- Students are required to be in full attendance each school day unless absent for an approved reason.
- Any absence not approved will be deemed an unexcused absence. Per Policy 204, the building principal will approve excused absences and determine when an absence is unexcused.

Excused absences will be defined as follows:

- Observance of a bona fide religious holiday
 - To receive health care from a licensed practitioner; all attempts should be made to schedule these appointments at times when school is not in session.
 - Illness or other urgent reasons; the following shall be construed as "urgent reasons":
 - + physical injury/illness to child
 - + death in the immediate family
 - + impassable roads
 - + other reasons properly deemed "urgent" by the building principal
 - Approved educational trips
 - Absences from school for school sanctioned activities
- Every student absence from school, or from any class a student is required to attend, which is not approved as an excused absence, will be deemed to be an unexcused absence. *Unexcused absences* include an absence for any other reason than those defined as "excused absences." In addition to the limitations of this definition, other unexcused absences may include, but not be limited to the following:
 - Missing the bus
 - Oversleeping
 - Automobile failure
 - Cutting Class
 - Failure of parent to arrange child care
 - Absences from school for all other reasons are to be classified as unlawful. Unlawful absence is absence through parental neglect.

- No more than three days of unlawful absences are permitted to a pupil during a school year. As soon as a pupil has accumulated his or her third day of unlawful absences, notice will be sent to the parent or guardian, as required by law, stating that the child has the limit of unlawful absences.
- All students K-12, upon return from an absence from school, will provide a written statement signed by the parent/guardian that includes the date(s) of and reason for the absence. If the statement is not provided within three (3) school days following the student's return to school, the absence will be considered to be an unexcused absence.
- Consistent with the state law, students of compulsory attendance age may be fined for any unexcused absences through the district justices.
- All tardiness will be dealt with according to the procedures set forth by the building principals.
- Students who cut class or whose absence is illegal or unexcused may not make up any work missed on the dates of illegal or unexcused absences.
- Students who demonstrate a pattern of chronic absence and/or are on a long term absence (3 days or more) will need to provide a doctor's note for such absences.
- The following guidelines are used for tardy and half day absences:
 - Tardy - arriving after 9:00 A.M. but before 11:00 A.M.
 - 1/2 day - arriving after 11:00 A.M.
 - 1/2 day - leaving before 1:30 P.M.

Procedure for Excusing Pupils

Students may be excused from school during school hours for the following reasons only:

- An appointment with a doctor or dentist
- A sudden family emergency.

Students excused will be released only to parents or legal guardians and in all cases proper identification will be necessary. Parents are urged to make medical and dental appointments after school hours, if possible. Parents are requested to come to the school office when picking up a child before regular school dismissal and sign them out.

Student/Family Educational Trips

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

A *District Education Trip* form may be picked up in the school office or can be found on line at www.tvsd.org. It is the student's responsibility to request all assignments from teachers before leaving and to present all assignments upon their return.

Withdrawals and Transfers

In order to keep accurate records of all children in each school, parents are asked to report promptly:

- Any change of address within the school system.
- Advance notice of the date of withdrawal if the family will be moving from the district.

This is important during both the school term and the summer vacation months.

GENERAL INFORMATION

School Field Trips

Parents will be advised of the dates for field trips in advance of the trip. All students are required to have accident and health insurance coverage to participate in the field trip. If a student does not have coverage, parents must complete a Field Trip Responsibility Form for their child to participate. Forms may be picked up in your child's school office. *Field trips are part of the curriculum, and students are expected to attend.* If you have any questions, contact the school principal.

School Visitors

The School District welcomes visits to school by parents/guardian, community members or interested educators. Procedures are set forth to maintain the safety of the TVSD students and staff. The Superintendent or building principal shall have the authority to allow, limit or prohibit the entry of any individual to a school district building or classroom. Visits are generally confined to school hours. All visitors must report to the building office directly upon entering school property to confirm permission to conduct a visitation and receive a visitor's pass. All visitors are to have scheduled appointments at least one (1) day in advance. When there are scheduled classroom visits during American Education Week or other specifically designated programs individual written requests will not be required. Other exceptions and information are outlined in School Board Policy 907 regarding School Visitors.

Snacks

Classroom teachers may designate specific times for snacks in class. We encourage students to bring healthy and nutritious snacks.

Homework

The length of the assignment should be in proportion to the student's age, grade level and ability to achieve. Time required by the student will vary considerably depending on the student's ability.

Library

The library program is an integral part of the curriculum. Each child has the opportunity to borrow books on a regular basis. Special care of books shall be observed at all times. Careless handling of books may result in a loss of library privileges and replacement of lost or damaged books.

Fund Raising in the Schools

Fund raising in the schools is permitted only for district-approved projects. Requests for approval of fund-raisers should be submitted in writing, in advance, to the building principal on the approved form.

Instrumental Music

Many children have potential talent in music, and in order to help develop this talent an instrumental music program is offered in the elementary grades. Instrumental lessons begin in the fourth grade.

Notes From Home

A note from home is required when the following situations occur:

- A child is dismissed early.
- A child has been ill and should not play outdoors or take physical education classes. A doctor's excuse is necessary if these restrictions are to last longer than three days.
- A child is not to ride his regular bus.
- A child is to ride with someone other than his parents.
- A child plans to accompany his parents on a family trip which necessitates the child being absent from classes. Dismissal of the child must be cleared through the principal's office prior to the planned trip.

Students' Use of School Telephone

With teacher permission, children may use the school telephone in cases of emergency. If it is necessary to reach your child during the school day, a message will be delivered to your child's teacher. This procedure limits classroom disruptions.

Physical Education

To ensure personal safety, children are required to wear sneakers during physical education class. Their instructor will explain the specific safety rules to each class. All children are expected to participate in physical education

classes. Students have the opportunity to participate in many optional adventure based activities while attending Robeson Elementary School. It should be understood that some of these activities involve risk of physical injury. Therefore, care should be taken when deciding to participate in an adventure based activity.

Promotion and Retention

Students shall be promoted only where they have achieved the academic standards established for each grade, based on the professional judgment of their teachers and the results of assessment. At the elementary level:

1. Responsible decisions concerning the promotion of a student must be made on a variety of academic and social grounds. Retention should be chosen only as a last resort.
2. Most children should not spend more than seven (7) years in kindergarten through fifth grade.
3. School personnel will convey to parents what placement will be in the best educational interest of the child. Decisions regarding retention should be reached cooperatively among all persons connected with the situation (teachers, principal, parents, and counselor). However, the principal retains the final right to make decisions regarding the child's placement.
4. If a child is in danger of not being promoted, the parent shall be informed of the possible retention in writing by the end of the third quarter. No child may be retained in a grade without a prior meeting of persons involved with this decision.
5. When retention is considered, parents shall be notified in writing concerning the final decision before the close of the school year.

Privacy Rights of Students and Parents

The Twin Valley School District and its employees are required by federal and state law to protect the rights of all students. The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments) and Pennsylvania Chapter 12 on Student Rights and Responsibilities form the foundation of these rights.

The basic premise of these laws is that certain information about students cannot be disclosed without prior written parental consent. However, there is certain information about students that can be released without prior written consent.

Educational Records, which consist of information directly related to a student which are maintained by an educational agency, and **Personally Identifiable Information**, which includes the student's name, the name of the parent(s) or other family members, personal information or personal characteristics which would make the student's identity traceable, cannot be disclosed or released without prior written parental consent, or if a student is over 18, without student consent.

However, there is certain information that can be released without consent called **Directory Information**. *Directory Information* refers to information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Twin Valley School District designates which information is labeled *Directory Information*. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution or educational agency attended by the student, e-mail address, and the student's photograph.

The parent and/or eligible student (age 18) has the right to refuse the district to designate any or all of the *Directory Information* about the student. If a parent or eligible student wishes to refuse release of any or all of this *Directory Information*, the parent or eligible student must notify the district in writing as to which information should not be released. This notification must be submitted to the district within 30 school days of the start of each school year. If the district does not receive such notification, it will assume it has the consent to release the types of *Directory Information* designated within this public notice.

DRESS POLICY

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

Students should be neat, clean, and dress responsibly in ways that reflect good taste and modesty. When representing the school at off-campus events, students should dress appropriately or as directed by a school official.

Please observe the following guidelines when considering how to dress for school:

- Clothing and accessories that refer to or promote alcohol, tobacco, and/or drugs are not permitted in school.
- Clothing and accessories that display inappropriate words, slogans, logos, obscenities, and double meanings are not permitted in school.
- Hats, visors, bandannas, and sunglasses are not permitted in school. Students will remove any hats, visors, bandannas, sunglasses they may be wearing as they enter the building. Hat, visors, bandannas, and sunglasses must be stored in either the student locker or book bag - not to be worn around the neck or carried from class to class. A student wearing or carrying a hat, visor, bandanna or sunglasses in the building will receive one warning - any and all violations after that warning will result in the confiscation of the item.
- All clothing must be worn appropriately with no undergarments exposed.
- Clothing that is ripped, revealing, or distracting is not permitted in school.
- Shorts and skirts must be of fingertip length, no shorter than mid-thigh.
- Shirts and tops must be long enough that they can be tucked in trousers. *Midriff areas must remain covered at all times.*
- Jewelry that incorporates spikes, studs, or chains is not permitted in school.
- Jackets, coats, raincoats, overcoats and other garments intended to be outerwear may NOT be worn in classrooms or halls during the regular school day. In addition, oversized pullovers and oversized fleece garments may NOT be worn in classrooms or halls during the regular school day.
- Clothing that may pose a safety concern or problem is not permitted.
- Spandex material that is not covered by an outer garment is not permitted.
- Oversize clothing is not to be worn.
- Footwear must be worn at all times. Flip-flops and Heelys with wheels are not allowed. Other sandals are allowed, but discouraged, due to potential danger on the playground at recess

School Administrators reserve the right to make judgments as to proper grooming and dress. Our wish is to provide for each person's individuality while at the same time maintaining certain standards of dress that will reflect positively upon the school, the student, and the community. Failure to follow these rules may result in disciplinary action including suspension.

Supporting Positive Behavior

Most of the students who attend Twin Valley Schools are excellent citizens. They are cheerful, polite, courteous, and follow school rules. We have several things in place to support positive behavior and to address misbehavior in a logical, respectful, fair and consistent way.

I. Responsive Classroom

The *Responsive Classroom* approach is a widely used, research-backed approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction.

The *Responsive Classroom* approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: Process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children's education.
7. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Rules and Logical Consequences are in line with the Responsive Classroom Approach and encompass proactive and reactive discipline, both of which are necessary for a positive classroom environment.

Rules are the proactive guidelines that help the students and the teacher achieve the goals for the school year. These rules are always stated in the positive. Although this may seem obvious, it is important to understand that people, including children, will have a greater desire to follow rules that they help to create. Teachers work with students in the beginning of the year to develop classroom rules that come from the children and ensure that the class will have an environment conducive to achieving classroom goals.

Logical consequences are the reactive piece, the prescriptions that provide a learning experience as well as an opportunity for students to make amends for their actions. This is different from traditional discipline centered around punishment. Often a punishment has absolutely nothing to do with the disciplinary offense. The name *logical consequences* implies that the student will make amends in a fashion that makes sense based upon the offense. Logical consequences are respectful, relevant, and reasonable.

There are three kinds of logical consequences:

1. You broke it, you fix it
2. Loss of privilege
3. Time out

These three cover most situations. For example, if a student writes on the wall in the gym, it is logical that the student should be expected to clean the wall. This is a very clear example of logical consequences.

II. Anti-bullying Policy

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

Bullying shall mean unwelcome verbal, written or physical conduct directed at a person by another person(s) that has the intent and effect of:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing and invading one's personal space in an aggressive manner).
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation and ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging or personal profile web sites such as My-Space.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

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

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

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

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities as defined in the Discipline Code.

III. District Policies and Consequences

Students are subject to the policies set by the School Board. Consequences for inappropriate behaviors will be developmentally appropriate and may include:

1. Teacher conference
2. Parent contact
3. Counselor contact
4. Principal contact
5. Apology of Action
6. Restitution
7. Time-out
8. Home-school meeting to develop behavior support plan
9. Detention
10. Suspension

Terroristic Threats and Acts

Students who engage in threats to commit violence with the intent to terrorize others, to cause the evacuation of a building or to cause serious public inconvenience in reckless disregard of the risk or terror of causing such inconvenience, may be immediately suspended, referred to the police for criminal action, and may be recommended for expulsion. Additional restrictions may be imposed and the student may thereafter be subjected to random searches.

Hazing Policy

Hazing is any action that endangers the health or safety of a student or removes public or private property for the purpose of initiating for admitting a student into any school district organization. Students who observe or who are the victim of hazing shall report it to their building principal or coach. A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the building administrator, which may include suspension or expulsion or exclusion from athletic teams, athletic events, extra-curricular and co-curricular activities and events in accordance with due process.

Harassment Policy

Unlawful, ethnic or sexual harassment is prohibited at Twin Valley. Unlawful harassment includes repeated, unwelcome and offensive cyber-bullying, slurs, jokes or other verbal, graphic, or physical conduct about another person's race, color, ancestry, religion, sex, national, origin, age or handicap/disability. Ethnic harassment includes the use of derogatory words, phrases, or actions against a person's race or ethnic group. Sexual harassment includes making acceptance of sexual advances a condition of a student's education or academic standing. Allegations of harassment should be reported to the building principal. If guilty, a student shall be subject to disciplinary action including suspension or expulsion consistent with the student disciplinary code and due process.

Property Damage or Loss

Children will be held fully responsible for negligence that results in the damage or loss of school property. Damaged property or lost books will be the financial responsibility of the parent or guardian. The school district will not be held liable for any loss or damage to personal property.

Student Search

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

Electronic Devices

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

Any device including but not limited to laptop computers and personal digital assistants (PDAs) that provide for an unfiltered connection to the internet are prohibited. Students are also prohibited from using any electronic device to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on district property, school bus or while a student is engaged in school-sponsored activities. Possession of laser pointers and attachments by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities is also prohibited.

Students' cellular telephones, pagers, beepers, two-way radios, text messaging devices, radios, audio players, etc. shall be turned off and stored in school bags during the school day.

Removable computer flash memory drives may only be used with the permission of the District Information Technology Administrator or designee.

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

Tobacco Use

The Board recognizes that smoking presents a health hazard that can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board.

For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar, and pipe, other lighted smoking product, and smokeless tobacco in any form.

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits smoking by students in school buildings, stadiums, bleachers or on any school property, or on school buses vans or other school district vehicles.

Because of the exemplary role played by the adult members of the school community, the Board prohibits smoking by any person on school premises or in school district vehicles.

The Superintendent shall develop procedures to implement this policy:

- to inform all students and staff members of the smoking regulations of this district
- in the health curriculum, instruction on the potential hazards of the use of tobacco

A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined court costs or admitted to alternative adjudication.

WEAPONS POLICY

The Twin Valley School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The Twin Valley School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety and welfare problems to the school community. As an educational institution, the district will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the district will, consistent with the Pennsylvania crimes code violations citing, intervene to remove the weapons, and prosecute and/or discipline those individuals responsible for handling the weapons.

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

The only exceptions to this policy will be with respect to law enforcement personnel who carry weapons while on duty in the course of the performance of their duties with their respective law enforcement agency. Other exceptions consistent with 24 P.S. §13-1317.2 shall be granted on a case-by-case basis by prior written consent of the Superintendent.

“Weapon” is defined to include, but is not limited to: “Any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.” 24 P.S. §13-1317.2(G). This definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc.

Anyone having knowledge of a weapon on school premises must immediately report the incident to the administrator in charge. Professional staff members should not attempt to seize a weapon if the risk exists for bodily harm. School personnel who supply information relating to this policy are immune from prosecution as defined in Commonwealth law.

Any such weapon found on or about a person while on school district property is subject to immediate seizure and notification of the police. Any adult possessing a weapon or assisting in the possession of weapons by others will be legally charged for violation of the policy and laws.

Upon receiving a report of a weapon, the administrator will thoroughly investigate the report, immediately notify the office of the Superintendent and notify local police authorities.

Whenever a weapons incident is reported, the Board will receive notification that will not exceed 24 hours from the time of the incident. In addition, the Superintendent will develop procedures for implementation of this policy.

Except as otherwise noted in the policy, a school district shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity.

The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.

The Superintendent may recommend discipline short of the one-year expulsions on a case by case basis. The Board must exclude for at least one year unless it accepts a lesser term recommended by the Superintendent.

STUDENT RECORDS

Educational Records

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

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

Custody of Students

Parents/Guardians of Twin Valley School District students have an obligation to notify the appropriate school and building administrator in the case of specific custody arrangements ordered by the courts. A copy of any court order that affects the custody arrangements of school age children should be kept on file at the school and updated as the orders change.

STUDENT SERVICES

Guidance Services

Elementary School Counselors are certified specialists in Guidance and Counseling with an emphasis in child growth and development. They are knowledgeable about the school curriculum, the process of learning, and developmental issues relating to childhood.

Counselors Provide:

- Classroom guidance lessons on developmentally appropriate topics
- Small group guidance to help children understand themselves and others
- Crisis intervention
- Coordination of services for children with special needs
- Consultation with teachers, parents, and outside agencies
- Development of personalized programs based on child's strengths, weaknesses and needs

Homebound Instruction

In special circumstances homebound instruction is provided for pupils in accordance with the rules and regulations set forth by the Pennsylvania Department of Education. Further information may be obtained by contacting the Special Education Director.

Special Services

A full range of Special Education Services is provided by the Twin Valley School District. Any questions or concerns regarding special programs should be directed to the building principal.

Title I

Students who are experiencing difficulty with reading and/or writing may qualify for Title I services. All students in kindergarten through grade two are evaluated during the third marking period for Title I eligibility. Enrollment is based on the results of these assessments. Parents are notified if their child is to receive services. Throughout the school year parents will have multiple opportunities to participate in their child's reading and writing instruction.

MEDICAL INFORMATION

Immunizations

The Pennsylvania Department of Health has adopted new regulations requiring all school children in kindergarten through 12th grade be immunized *before attending school* in the commonwealth. The following minimum immunizations for school year 2012/2013 are the following for all grade levels:

- 4 doses of tetanus* (1 dose on or after the 4th birthday)
- 4 doses of diphtheria* (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

New additional immunization requirements for seventh grade students beginning 2011-2012:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap-if 5 years have elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR

Immunizations must be appropriately spaced to be counted as valid. The regulations allow for a four-day grace period meaning a vaccine is valid if given with four days prior to minimum age or interval spacing.

Students who have received at least one dose of a vaccine in an immunization series will be granted an eight month provisional enrollment if they have received at least one dose of each antigen in that series. The provisional enrollment begins with the first day of attendance or until the consecutive dose(s) are received.

HEALTH AND WELLNESS PROGRAM

The Commonwealth of Pennsylvania, believing that the public schools have an obligation not only for the training and developing of the minds and characters of children but also for the safeguarding of the health of children, passed a series of laws setting up certain health services in each school district. Among the stipulations set up by law are the following:

Physical Examination of School Children

Pupils in Kindergarten or upon their original entry into school, and again in sixth grade and eleventh grade will be given a physical examination sometime after the beginning of the school term. Competent physicians employed by the school district conduct these examinations, although we urge you to have your family physician do this examination. We will send you the proper form to be completed by your physician.

Dental Examinations

Students are examined by the school district dentist in Kindergarten, or upon their original entry into school, and again in third and seventh grades. Again, we urge you to have your family dentist do this examination if possible. After the examination, parents are notified of any dental work the school dentist feels would be necessary or advisable. Parents are then urged to take their children to their own dentist to have that dental work done.

Communicable Diseases

The Pennsylvania State Law requires that students who have been diagnosed by a physician, or are suspected of having a communicable disease by the school nurse or parent, shall be excluded from school for an indicated period of time. The duration of the period of exclusion for these specified diseases is as follows:

1. Measles (any type) - infected persons shall be restricted to the premises 4 days after the appearance of the rash.
2. Mumps - infected persons shall be restricted to the premises for 9 days from the onset or until there is no swelling present.
3. Chicken Pox - infected persons shall be excluded for 6 days from the last crop of vesicles or until crusts are dry and child is presentable.
4. Respiratory Streptococcal Infections (including Scarlet Fever) - infected persons shall remain at home for not less than 7 days from the onset or must be on medication for 24 hours before returning to school.
5. Tonsillitis - infected persons must be on medication 24 hours before returning to school.
6. Trachoma (a contagious crusting of the eyelids) - infected persons must be on medication for 24 hours before returning to school.
7. Pertussis (Whooping Cough) - infected persons shall be restricted to the premises for 4 weeks from the onset or must be on medication for 7 days before returning to school.
8. Acute Contagious Conjunctivitis (pink eye) - infected persons must be treated and a physician's certificate is required for admittance to school.
9. Pediculosis (head and body lice) - infected persons must be treated with a special shampoo preparation for lice. **A parent must accompany the student upon returning to school so that the student may be checked by the school nurse before readmission.**
10. Ringworm - infected persons must be treated and a physician's certificate is required for admittance to school.
11. Impetigo - infected persons must be treated and a physician's certificate is required for admittance to school.
12. Scabies - infected persons must be treated and a physician's certificate is required for admittance to school.

Audiometer Testing

All children in Kindergarten, first, second, third, seventh and eleventh grades, and any referrals, are given an audiometric or hearing test by the school nurse.

Vision Testing

All children in public school are given a vision test annually by the school nurse.

Weighing, Measuring, and Body Mass Index (BMI)

All children in public school are weighed and measured annually by the school nurse. Students in grades kindergarten through fourth will be screened and a letter will be sent to parents indicating their child's Body Mass Index (BMI).

Scoliosis Testing

A visual examination of all sixth and seventh grade students for detection of curvature of the spine is given by the school nurse.

Illness During School Hours

If an accident or illness occurs, first aid will be administered to the child and the parents notified, if considered necessary. In case of emergency, 911 will be called and the procedure according to your instructions on your child's Emergency Procedure Card will be followed.

School personnel will give no care beyond first aid, defined as the immediate temporary care given in case of accident, or sudden illness.

Making final provisions for adequate care for children suffering from illness or injury is the responsibility of the parents. Therefore, parents will be requested to pick up their ill or injured children in a timely manner.

Illness, allergies, accidents, operations or any other health condition occurring during the school year should be reported to the school nurse, so that an accurate health record can be maintained for your child.

The school cannot assume responsibility of injuries that did not occur at school. **STUDENTS SHOULD NOT COME TO SCHOOL ILL OR INJURED SEEKING DIAGNOSIS BY THE SCHOOL NURSE.**

Medicine Guidelines

Guidelines for the administration of both prescriptive and non-prescriptive (patent) medications are necessary for both safety and control reasons in a school setting. Four (4) rules apply:

1. The administration of prescribed medication under the direction of a parent and physician during school hours will be permitted only when failure to take such medication would jeopardize the health of the student and/or the student would not be able to attend school if the medicine was not available during school hours.
2. NO STUDENT MAY TAKE MEDICATION IN SCHOOL WITHOUT PARENTAL PERMISSION.
3. STUDENTS MAY TAKE MEDICATIONS IN SCHOOL ONLY IN THE PRESENCE OF A SCHOOL NURSE OR OTHER DESIGNATED ADULT.
4. A PARENT/GUARDIAN IS RESPONSIBLE FOR MEDICATION DELIVERED TO AND RETRIEVED FROM SCHOOL.

There are two (2) procedures for administration of medication. One procedure is for prescribed medication, the other for over the counter medicine.

Prescribed Medication

Medication prescribed by a physician for a student to take during school hours must be presented to the nurse in the original container, properly labeled with the following:

1. Name of student
2. Date of prescription
3. Name of medication
4. Directions for giving the medication
5. Name of physician

A signed note stating the time the medication is to be given must accompany the container. Most medications prescribed three times a day should be given at home.....prior to school, after school and at bedtime. Please note: Inhalers are prescribed medication. A school form will be provided.

Before a student may possess or use an asthma inhaler or EpiPen during school hours, the Board shall require the following:

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

Over-the-Counter Medication

Medications that do not require a prescription and that are sent from home with a student to be taken during school hours must be brought to the nurse in the original container and properly labeled. A permission slip signed by the parent or guardian must accompany the medication. Written permission from the physician may be required.

Field Trip Medication Procedure

Any student who requires medication or a special medical procedure on a field trip must, as a minimum, have parent consent to participate in the field trip and appropriate instructions from the parent or the child's physician regarding the administration of medication or medical procedures. A responsible adult such as a teacher, parent, or chaperone may administer the medication with parental direction.

We strongly encourage parents to accompany their children on field trips if medication is required during the trip.

Unusual cases may require review on a case-by-case basis by the building principal.

Wellness Policy

The Twin Valley School District is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity. The purpose of this policy is to help reduce childhood obesity and meet the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

To ensure the health and well-being of all students, the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Curriculum and programs for grades K-12 that are designed to educate students about the proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

SCHOOL BUS REGULATIONS

General Procedure

School bus transportation is a privilege. It can be denied to any student who jeopardizes anyone, damages property or commits any offenses described, but is not limited to those identified under behavior violations. Parents will be expected to provide transportation for any pupil whose privileges have been suspended.

Generally, students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. Assigned seats will be mandatory for each bus. Students will be required to sit in their assigned seat unless otherwise directed by the driver.

The bus driver has authority to discipline the pupils on his/her bus.

Students should:

- Obey the bus driver
- Be at the bus stop 10 minutes prior to pick up
- Students must enter the bus and take their seats without disturbing others
- Students may talk in a normal voice, no shouting
- Students must never put their arms or head out of the windows
- Students must remain in their seats while the bus is in motion
- Students must not throw items on the bus or from the bus at any time
- There will be no eating or drinking on the bus at any time
- Students may ride only their assigned buses
- Missing the bus is not a lawful absence
- Seatbelts must be used at all times on those vehicles which have them installed
- Smoking is prohibited
- Students may not play any type of radio, tape or CD player without headphones on the bus
- Items that cannot fit on a student's lap may not be taken on the bus

School Procedures for Misconduct

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

A parent of a student whose transportation privilege is suspended must confer with the school administration before the privilege is restored.

Conduct at the Bus Stop

Students are expected to arrive at the school bus stop at least ten (10) minutes prior to pick up time. They should wait off the street or roadway and conduct themselves in a responsible manner.

Students should never accept rides from strangers.

Behavior Violations

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

- Fighting*
- Smoking/chewing tobacco/Use of tobacco*
- Eating/Drinking
- Damaging property
- Standing, walking, refusing to remain seated
- Throwing objects in or out of bus
- Hanging any body part out of the windows
- Unnecessary/Excessive noise
- Profanity and/or bad language
- Tampering with bus equipment (ex. emergency doors, etc.)*
- Refusing to ride assigned bus or riding on an unassigned bus without prior permission

- Boarding a bus at an unassigned stop
 - Leaving a bus at an unassigned stop
 - Refusing to obey the driver
 - Refusing to sit in an assigned seat
 - Any violation of the student discipline codes
 - Other misbehavior related to safety, well-being
- *Immediate suspension of bus privileges without a prior warning.

Large Article on Buses

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

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

Requesting a Bus Stop Change

A bus driver is prohibited by law from changing a bus stop without approval of the school district administration. All bus stop changes must first be reviewed by the school district administration. To request a change in bus stop, please call the Transportation Office at 610-286-8624.

Transportation/Video Monitoring

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

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

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

School Board Policy No. 810 – Transportation

The Board wishes to encourage education, and therefore will afford transportation from home to school and school to home at district expense, to eligible students legally residing within its boundaries and attending state-mandated school programs.

The superintendent or designee shall establish procedures intended to provide safe, efficient and economical transportation. The superintendent shall provide direction and hear appeals. The decision of the superintendent shall be final.

Students eligible for transportation shall be subject to PENNDOT title 67, Chapter 447, paragraph 447.3(d), designating maximum walking distance to stops and riding time, where practical and economical. Policing of bus stops and supervision of students between their residence and the bus stops will be the responsibility of the parents.

Non-Public Transportation

Upon request, students attending non-public schools, who are legal residents of the district and who provide written verification thereof, are eligible for transportation, provided the school attended is within district boundaries or not in excess of ten (10) miles from said boundaries. The distance shall be determined by the most direct public roads and shall not include driveways or private roads.

Special Education Transportation

Students who are residents of the district and who are required to attend special education classes shall be eligible for transportation.

Daycare Transportation

A student may be transported to and from a daycare center, rather than his/her home, but the student's daycare provider must reside within the same school attendance area in which the child is enrolled. The daycare provider must live on existing bus routes, since no stops will be established outside the attendance area or outside school district boundaries.

FACILITIES INFORMATION

Asbestos

The Twin Valley School District monitors asbestos in buildings where it is present. In 1988, the District developed a management plan which identified asbestos containing materials in each building. The plan provides guidance in the maintenance or removal of those materials. Re-inspection plans were conducted in 1992, 1995, 1998, 2001, 2004, and 2007 by Accredited Environmental Technologies, Inc., a nationally recognized, independent consulting firm.

Asbestos materials may be found in the following buildings:

- Twin Valley High School
- Robeson Elementary Center

The management plans and all related documents are on file in the office of Mr. Keith Heckman, Physical Plant Director. Anyone wishing to review the plan may do so by appointment. Please call (610) 286-8679.

Integrated Pest Management (IMP)

Twin Valley School District has contracted with a licensed commercial pesticide provider for an integrated pest management program at all of our buildings.

An Integrated Pest Management system is an effective and environmentally sensitive approach to pest management that involves monthly inspections and the judicious use of pesticides. Copies of building inspection reports are maintained in the administration office for each building and are available for review by interested persons. All related documents are on file in the office of Mr. Keith Heckman, Physical Plant Director. Anyone wishing to review these files may do so by appointment. Please call (610) 286-8679.

ACCEPTABLE USE OF INTERNET/ELECTRONIC COMMUNICATIONS

Upon registration, all students and their parents are required to sign an Internet Use Consent Form stating that they have read and understand the District's Acceptable Use Policy.

Prohibitions

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

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

General Prohibitions

It is prohibited to use the network to/for:

- ✓ Non-work or non-school related communications unless the employee's use comports with this policy's definition of incidental personal use.
- ✓ Access indecent, obscene, pornographic, child pornographic or terroristic material.
- ✓ Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
- ✓ Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
- ✓ Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, terroristic and/or illegal.
- ✓ Sending terroristic threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
- ✓ Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations).
- ✓ Facilitate any illegal activity.
- ✓ Communicate through e-mail for non-educational purposes or activities, unless it is for an employee's incidental personal use as defined in this policy.
- ✓ Commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable district policies), unauthorized fund raising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.
- ✓ Political lobbying, as defined by the Pennsylvania Lobbying Registration Act, 46 P. S. SS 148.1 et seq., as amended, and the Pennsylvania Election Code, 25 P. S. SS 3241 et seq., as amended. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
- ✓ Advertising of any kind, unauthorized fundraising or unauthorized use of the Twin Valley School District's name will not be permitted on the Internet or e-mail, or any other online service.
- ✓ Anything that results in a copyright violation.

- ✓ The illegal installation, distribution, reproduction or use of copyrighted software on District computers, or the copying of District software to unauthorized computer systems.
- ✓ Intentionally infringing upon the intellectual property rights of others.
- ✓ Use of the Network to commit plagiarism.
- ✓ Making available material or information the possession or distribution of which is illegal.
- ✓ Unauthorized access, interference, possession, or distribution of confidential or private information.
- ✓ Intentionally compromising the privacy or security of electronic information.
- ✓ Posting personal web pages without administrative approval.

Access and Security Prohibitions

- ✓ Users must immediately notify the IT Administrator if they have identified a possible security problem. The following activities related to access to the District's computer network and the Internet are prohibited:
 - ✓ Misrepresentation (including forgery) of the identity of a sender or source of communication.
 - ✓ Acquiring or attempting to acquire passwords of others or giving your password to another.
 - ✓ Revealing a password or otherwise permitting the use of others (by intent or negligence) of personal accounts for computer and network access.
 - ✓ Using or attempting to use computer accounts of others, these actions are illegal, even if only for the purposes of "browsing".
 - ✓ Altering communication originally received from another person or computer with the intent to deceive.
 - ✓ Use of the District system to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, being involved in a terroristic threat against any person or property.
 - ✓ Disabling virus protection software or procedures.

Operational Prohibitions

The following operational activities and behaviors are prohibited:

- ✓ Interference with or disruption of computer or network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. In other words, the user may not hack the Network or others' computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person's computer.
- ✓ Altering or attempting to alter files, system security software or the systems without authorization.
- ✓ Unauthorized scanning of the Network for security vulnerabilities.
- ✓ Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
- ✓ Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.
- ✓ Connecting unauthorized hardware and devices to the network.

- ✓ Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
- ✓ Intentionally damaging or destroying the integrity of electronic information.
- ✓ Intentional destruction of district computer hardware or software.
- ✓ Intentionally disrupting the use of electronic networks or information systems.
- ✓ Negligence leading to damage of district electronic information, computing, or networking equipment.
- ✓ Failure to comply with requests from appropriate teachers or district administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

Safety

- ✓ To the extent possible, users of the network and Internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- ✓ Users will not post personal contact information about themselves or other people, in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.
- ✓ Student users will agree not to meet with someone they have met online.
- ✓ Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- ✓ Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code.

Consequences:

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

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

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

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

CLEARANCES

Volunteer and Chaperone Clearances

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