



**EDUCATING FOR  
LIFE'S JOURNEY**

**Delaware Valley Elementary School**  
500 Avenue S, Matamoras PA 18336  
570.296.1820 / fax 570.491.5561

**Dingman-Delaware Primary School**  
1375 Route 739, Dingmans Ferry, PA 18328  
570.296.3130 / fax 570.296.3173

**Shohola Elementary School**  
940 Twin Lakes Road, Shohola PA 18458  
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**Dingman-Delaware Elementary School**  
1355 Route 739, Dingmans Ferry, PA 18328  
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# **BACK TO SCHOOL GUIDE FOR ELEMENTARY SCHOOL FAMILIES**



**2020-2021**



## Table of Contents

### Elementary School Administration and Buildings ..... 3

- [Delaware Valley Elementary](#)
- [Shohola Elementary](#)
- [Dingman-Delaware Elementary](#)
- [Dingman-Delaware Primary](#)
- District Mission Statement
- Core Beliefs: The DV Five
- Letter from the Elementary Administration

### Elementary School Day at a Glance ..... 5

- School Hours
- Drop-Off and Pick-up
- Attendance
- Tardy Policy
- Early Dismissal from School

### Things to Know for Elementary School ..... 6

- Important Dates
- Testing Dates
- Electronics
- Cafeteria/Lunch Procedures
- School Lunch Program
- Discipline Policies
- Student Dress Code
- Grading System
- Retention/Promotion
- Parent/Guardian Conferences
- Library
- Care of School Property
- Lost and Found
- Physical Education
- Recess
- Teachers Videotaping

### Who to Call in Elementary School .....12

### Elementary School Resources ..... 13

- PowerSchool
- Guidance Services

### [Transportation Department](#) ..... 14

- Audio and/or Video Recording on District Buses
- Bus Procedures

### District Information ..... 16

- [Technology](#)
- Insurance
- School Vehicle Accident Procedure for Processing Medical Bills
- Procedure for Public Complaints
- PA Homeless Children’s Initiative (McKinney-Vento Act)

### [Health Services Department](#) ..... 19

- Health Program
- School Nurse
- Communicable Diseases in School
- Emergency Epinephrine Opt-Out Form
- Medication Policy

### [Communications](#) ..... 20

- Change of Address
- School Email for Teachers
- Homework Hotline
- Closings and Delays
- [School Websites](#)
- Social Media - Official Delaware Valley Accounts

### [Safety and Security](#) ..... 22

- Fire Drills
- Safe2Say Something
- School Police Officers
- Weather Drills
- Video Surveillance
- Visitors
- Volunteers
- Non-Discrimination and Title IX Compliance

### District Calendar ..... 24



## Elementary Administrative Team



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### Delaware Valley School District Mission Statement

Delaware Valley School District, in partnership with our community, stands committed to maximizing student potential, fostering life-long learning and promoting responsible citizenship.

#### Core Beliefs: The DV Five

1. Be Responsible
2. Be Respectful
3. Follow Directions
4. Keep Hands and Feet to Self
5. Be on Time and Be Ready

## Letter from the Elementary Administrative Team

Dear Parents/Guardians, and all Elementary Students from across the District,

Even though the start of the 2020-2021 school year looks different from a traditional opening, our excitement for the upcoming school year is as high as ever! As always, we spent the entire summer reviewing all aspects of the elementary experience. We remain steadfast in our resolve to provide the safest and most academically challenging school culture possible while fostering the inclusiveness and excitement that is fundamental at the elementary level. Obviously, this year presented us with some unique challenges, but we are eager to welcome in the start of the new school year!

Elementary school is such an exciting time to work with students. When students first come to us, they begin learning their letters and leave analyzing different genres of literature. They get excited in kindergarten when they can find a number on a page or put a small list of numbers in the correct sequential order, and they leave us doing algebra and calculating the volume of a cylinder. Elementary students are introduced for the first time to the fine arts, scientific method, history, and STEM. For most students, kindergarten is their first taste of independence. Kindergartners walk into the building by themselves facing all sorts of challenges. They have to find their classroom, their seat, their coat hanger or cubby, and order a meal without someone telling them what to eat. It is also in elementary school when students develop the sense of empathy. It is a powerful experience when an older student helps a younger student through a situation. Yes, elementary school is a special time, and we dedicate ourselves to making it a memorable experience for all.

To maximize the elementary experience for all students, teamwork is the key. All of us must work together to provide the supports each student needs to reach their fullest potential. Headed up by a fulltime building administrator, each building has a highly qualified teaching staff, corps of instructional assistants, IST and ESAP teams, reading specialists, a guidance counselor and school psychologist, a school nurse, and a special education team to provide the necessary safety nets and/or enrichment for all students.

Building this team cannot occur without open lines of communication. The Delaware Valley School District utilizes PowerSchool, Schoology, email, and voicemail systems to facilitate communication between the school and home. Registering for and utilizing PowerSchool provides families real-time feedback on your student's academic status. Directions to utilize these resources can be found online, or you can call the school offices for further clarification.

We look forward to working with everyone and getting the 2020-2021 school year off to a great start!

Sincerely,

The Elementary Administrative Team



## Elementary School Day at a Glance

### School Hours

At the Delaware Valley Elementary School, Dingman-Delaware Elementary School, and Shohola Elementary School, school begins at 9:05 am and dismissal begins at 3:30 p.m. The starting time for Dingman-Delaware Primary School is 9:10 am and the dismissal time is 3:35 p.m.

### Student Drop-Off and Pick-Up at School

Each school building has established student drop-off and pick-up procedures. Students may be dropped off at the designated door no earlier than twenty (20) minutes prior to the start of the school day. Parents/Guardians must report to the main office and sign-in any student that arrives to school after 9:05 am (9:10 am for Dingman-Delaware Primary School). Parents/Guardians picking up a student(s) at the end of the day will be required to show proper identification and must sign-out the student(s).

### Attendance

Regular and punctual attendance at school is important to a successful school career.

**Absences fall into one of two categories: EXCUSED and UNEXCUSED:**

- **EXCUSED** absences include: student illness, death of an immediate family member, absences approved by the administration, religious holidays or instruction, family emergencies or urgent reasons deemed acceptable by the administration.
- **UNEXCUSED** absences include: truancy, absence due to parental/guardian neglect, family educational trips not approved by administration.

In order to request approval for a family educational trip, parents/guardians must submit a written request for excusal at least two (2) weeks PRIOR to the absence. The number of days given approval for an educational trip is up to five (5) days. After approval of the trip is attained, arrangements should be made with the teacher(s) to secure homework and assignments for the period of time the student will be absent. The combined maximum number of days allowed for both educational and non-educational absences is ten (10) days. Students with absences in excess of ten (10) days will not be given approval for educational trips.

Every student absence requires a written or emailed excuse note signed by the parent/guardian and submitted on the first day the student returns to school. The written or emailed excuse must include the student's name, date(s) of the absence, the reason for the absence, and bare the signature of the parent/guardian. If the excuse is not presented by the tenth (10th) school day, the absence will remain unexcused. Any absence beyond ten (10) cumulative days requires a doctor's note in order for the absence to be excused.

Everyone enrolled in school is required by state law to attend regularly. The school will offer and implement a Student Attendance Improvement Plan (SAIP) if a student is truant, habitually truant, or has excessive absences. In addition, students who accrue six (6) unexcused absences will be referred to the local children and youth agency and the district may file a citation for truancy with the local District Magistrate.

A student absent from school is responsible for all missed work upon returning to school. All work should be completed within a reasonable amount of time. Schoolwork for the student may be obtained by contacting the teacher or calling the homework hotline (296-3656).

### Tardy Policy

Out of courtesy to and respect for other students and teachers, each child should make it a habit of being on time for school. Students are tardy if they arrive after 9:05 am (9:10 am at DDPS). Valid excuses for tardiness include: doctor appointment, severe weather conditions, bus transportation difficulties, personal accident/illness. If a child must be late for school, the parent/guardian and child should report directly to the main office to sign in upon arrival.

### Early Dismissal from School

It is encouraged to make appointments for students after the school day whenever possible. In order for a student to be excused early from school, parents/guardians must submit a note from a doctor and permission from the principal. Students must be signed out by a parent/guardian if a student must leave school during the school day.

**Make absence notes easy,  
email them!**

DVES / [srustin@dvsd.org](mailto:srustin@dvsd.org)    DDES / [cdavidson@dvsd.org](mailto:cdavidson@dvsd.org)

SES / [ckeegan@dvsd.org](mailto:ckeegan@dvsd.org)    DDPS / [dfrable@dvsd.org](mailto:dfrable@dvsd.org)

## Things to Know for Elementary School

### Important Dates

Delaware Valley Elementary	Virtual Open House- September 9, 2020 Picture Day- September 15, 2020
Dingman-Delaware Elementary	Virtual Open House- September 9, 2020 Picture Day- September 23, 2020
Dingman-Delaware Primary	Virtual Open House- September 16, 2020 Picture Day- September 29, 2020
Shohola Elementary	Virtual Open House- September 9, 2020 Picture Day- September 24, 2020

### Preliminary PSSA Testing Window for 2020-2021:

English Language Arts	April 19 - 23, 2021	Grades 3 - 5
Mathematics, Science, Make-ups	April 26 - 30, 2021	Grades 3 - 5



## Electronics

Use of electronic devices, including communication devices (cell phones, i-pods, i-pads, cameras, games, or other similar devices) is prohibited. Electronic readers may be used with permission/supervision from a teacher or administrator for educational purposes. Use of cell phones is permitted only in emergency situations during the school day or on the school bus. Students are not to wear or use earbuds or headphones for non-educational purposes. All cell phones must be turned off and put away during the school day.

## Cafeteria/Lunch Procedures

The cafeteria is a place where students can learn to live together, by practicing good table manners and by being courteous. Students are required to stay in the cafeteria during lunch. If it is necessary to leave, the child must be excused by a Cafeteria Monitor.

## School Lunch Program

Delaware Valley School District uses [Schoolcafe'](#) as the cafeteria point-of-sale system. You can provide funds for your child to use for lunch in the following ways:

- Send cash or check to school with your child in a sealed envelope with your child's name, homeroom teacher's name, and amount written on the envelope. **Checks should be made payable to DVSD.**
- Electronically through your child's lunch account by creating a free account with [SchoolCafe](#). Once you are registered you can then view all account information and pay for the child's lunch by check or credit card using the student's ID#.

If you have any questions about, [Schoolcafe'](#), call DVSD Food Services, at 570-296-1868.

### **Elementary School Student Meal Prices for 2020- 2021:**

- Student Lunch Price: \$2.00
- Student Breakfast Price: \$1.25

To view lunch menus click [Cafeteria Menu](#)

\* There is no breakfast served on half days of school.

\*\* Free lunch students are also eligible for free breakfast.



[Free and reduced lunch online application.](#) Applications should be done online through [SchoolCafé](#)

## Discipline Policies

Each student in the Delaware Valley elementary schools is expected to conform to reasonable standards of socially acceptable behavior. The rights and properties of others must be respected. Proper student conduct is expected in school and during time spent in travel to and from school.

Most student discipline will be handled by the teacher. Problems of a more serious or repetitive nature will be handled by a building administrator. Among school discipline options those school(s) personnel may choose are limited or withdrawn playtime, denial or removal of privileges, suspension and expulsion. School Board Policies and additional student handbooks are available for review in the main office of each elementary school or on the website at [www.dvsd.org](http://www.dvsd.org).

The Administration reserves the right to review each case individually and elevate the discipline to a higher level if the consequence merits further action.

### **Students are expected to behave in accordance with the DV 5:**

- Be Responsible
- Be Respectful
- Follow Directions
- Keep Hands and Feet to Self
- Be On Time and Be Ready

### **Students have the following responsibilities under Pennsylvania Law:**

- Attend school regularly
- Put forth their best efforts in all school work
- Be aware of and obey all school rules
- Help create a better school
- Respect the rights of others
- Express their ideas in a respectful manner
- Speak without foul language
- Be on time for all classes
- Make up work when absent





## Student Dress Code

- All clothing worn to school should be clean.
- No clothing should be worn which would distract others from the basic educational purposes of the school, present a safety or health hazard to any student, cause damage to school property, or is deemed inappropriate by the administration.
- Personal grooming should conform to reasonable standards of cleanliness. This especially, but not exclusively, pertains to proper care of a student's hair.
- It is not a healthy and safe practice for students to wear coats in the building. Students are expected to dress appropriately for the weather conditions, i.e.; long sleeves, sweatshirts, sweaters, etc. in the colder months.
- Students should not wear clothing that is more suitable for the beach, playground or other informal occasions.
  - a. Bare backs, bare midriffs, pajamas, ultra-miniskirts, and spaghetti strap/string tie tank tops/ dresses or tube tops are not appropriate for school. Hats, caps, or bandannas may not be worn indoors.
  - b. Slacks, pants, jeans, and sweatpants are appropriate. Pajama style clothing is not appropriate.
  - c. Students should assure themselves that any clothing they wear is relatively modest and suitable for the business-like atmosphere of a public school.
  - d. Offensive T-shirts, undershirts, tank tops, etc. are not appropriate for the school (e.g. advertising alcohol or drugs, offensive language, promoting violence).
  - e. Appropriate shorts in class may be worn. They will be judged using the "Finger Tip" Length Method. The "Finger Tip" Length Method is when a student stands with arms comfortably at sides, and when the skirts or shorts are worn normally, the bottoms of skirts or shorts must be below the fingertips. Students should not wear the following: biker shorts, cutoff shorts, short shorts.
  - f. Studded/spiked clothing, bands, belts, and chains attached to clothes are not to be worn. Chains at any length are inappropriate and may not be worn.
  - g. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves during the school day.
  - h. No "Heelys" or other skating footwear.
  - i. No flip-flops
  - j. sneakers for gym are required
- On no occasion should any student go barefoot on school premises.
- Sagging Pants-The term 'Sagging' actually refers to the practice of wearing pants below the waist, in such a manner that it reveals some part of the person's underwear/boxer shorts.



## Grading System

### Developmental Checklist for Kindergarten

### Grading System for Grades 1 through 5 & Special Area classes 3-5:

A+ (98-100)	C+ (77-79)	B+ (87-89)	D (65-69)
A (94-97)	C (74-76)	B (84-86)	F (64 and below)
A- (90-93)	C- (70-73)	B- (80-83)	

### Special Areas for Grades K -2:

P= Proficient
E= Emerging
NI= Needs Improvement

### Citizenship Grades:

O = Outstanding	S = Satisfactory	U = Unsatisfactory
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### Report Cards

Report cards are issued at the end of each quarter, or nine-week session.

### Retention/Promotion

Promotion or retention will be based on the instructional reading and mathematics level of the student as indicated by standards-based assessments, by teacher grades, and teacher recommendations. Placement determination will be made by a placement team consisting of teachers, administrator, school counselor, reading specialist and the child's parent/guardian. This placement team will utilize various data in reaching their decision. At the K-5 grade level, the emphasis on instruction is in the basic areas of English Language Arts (ELA) and mathematics. Failure in a major subject area or work at least six months below grade level in a major subject area indicates retention is necessary.

### Parent/Guardian Conferences

Parent/Guardian conferences will be scheduled in November. Parents/Guardians may make additional appointments for conferences with teachers, counselors, or the principal by telephoning the school office any time during the school year.





## **Library**

**Goal:** To help students become active locators, evaluators, and users of information to solve problems and satisfy their own curiosity and to stimulate an interest in reading for information and pleasure. Students can then become independent, ethical, lifelong learners who attain personal satisfaction and who contribute responsibly to society.

**Book Care:** Please help your child care for library books in a way that maximizes their “life span” and enjoyment by all:

- At home, please keep library materials in a safe place where they will not become lost or damaged (avoiding pets, food, beverages, etc.)
- Please handle books with clean, dry hands.
- Turn pages carefully
- Use a bookmark (not a pencil or other item) to mark your place.
- Do not carry library books in a backpack with a water bottle which may leak or spill.
- Please return a library book to the library for repair if it becomes accidentally damaged.

## **Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

## **Lost and Found**

Students who find lost articles are asked to take them to the lost and found box where they can be claimed by the owner. Clothes should be labeled to avoid loss.

## **Physical Education**

Each student is required to participate in physical education. If there is any reason for a student to be excused from participation on a particular day, the student must present a written excuse from a doctor to the nurse or physical education teacher. The note must state specifically the reason the student should be excused. Students are required to wear sneakers and appropriate clothing for physical education class. Sneakers should have rubber soles, flat bottoms, and either ties or Velcro.

## **Recess**

All students are expected to participate in recess. If a child is not permitted to go outside for any reason, a signed note must be brought in from home bearing the reason for excusal. Children are not sent outside in the severe cold or during inclement weather. If the weather is satisfactory, all students will be expected to participate in recess on the playground. In winter, children should be prepared to wear boots and suitable clothing for playground activities. Pencils, pens, or similar items are not to be brought to recess. Outdoor recess may be temporarily cancelled if the building/district administration decides such an action is in the best interest of students’ and staff’s safety.

## **Teachers Videotaping**

Teachers may occasionally video record themselves teaching to improve their instruction. If you do not want your child to be included, please notify your child’s principal in writing.

## Who to Call in Elementary School

Parents/guardians often wonder whom to call when they have particular concerns. As a general rule, it is best to seek a solution at the building level with the individual(s) closest to the origin of the concern. Here are some frequently occurring examples:

Concern	Person to Call
Grade	Teacher who issued the grade
Detention	Teacher who issued detention (Principal if concern remains)
Placement	School Counseling Office at the beginning of the year; teacher/School Counselor during the year
Peer Problems	School Counselor, Principal
New Student	School Counseling Office
At-Risk Student	School Counselor, Principal/Student Assistance team
Homework	Teacher/School Counselor
Homework Requests (illness)	Building Secretary
Bus Discipline	Principal
Transportation	<a href="#">Office of Support Services</a>
Teacher Complaint	Teacher first, then Principal
Medical	Nurse
Tutoring/Homebound Instruction	School Counseling Office
Vacation/Education Trip Requests	Building Secretary
Program/Curriculum	Teacher/School Counselor/Principal
Co-Curricular	Advisor/Coach/Principal, as necessary

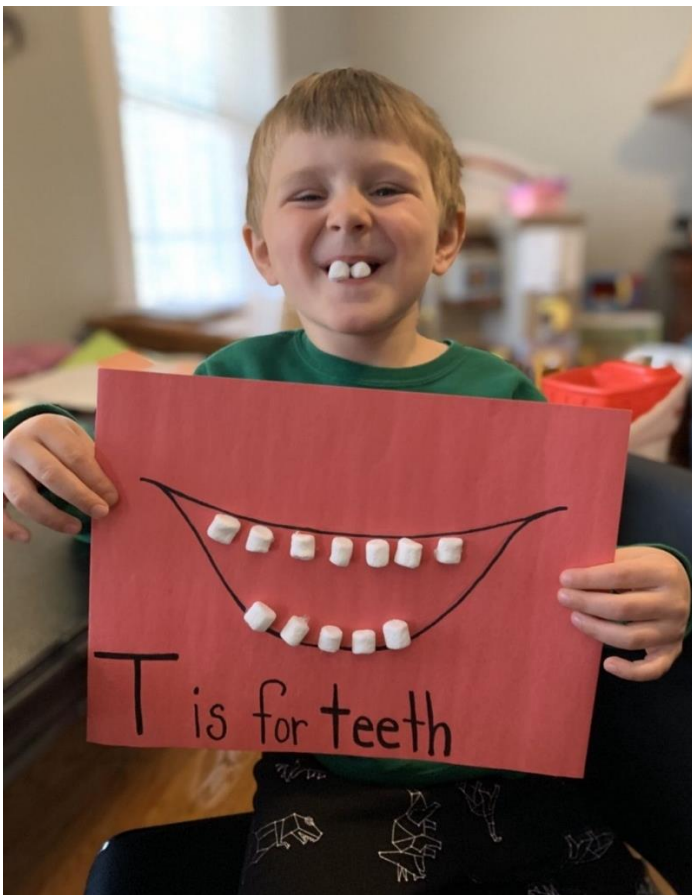
## Elementary School Resources

### PowerSchool

Parents/Guardians have web access to their students' grades, attendance, assignments, and test scores through our electronic parent portal. Contact the school counselors for passwords and procedures. Student academic progress is updated on a regular basis in the parent portal. Parents/Guardians may frequently review student progress through this system.

### Guidance Services

Students and parents/guardians are welcome to consult with the counselor in the guidance office. The counselor functions in a helping capacity in all school-related situations. Students who are experiencing issues of drug or alcohol abuse and seeking assistance may refer themselves to staff members without being subject to disciplinary action. Staff members who receive such information will refer the students to the appropriate personnel of the Delaware Valley School District.





## Transportation Department

### Audio and/or Video Recording on District Buses

All Delaware Valley School District buses are equipped with a video and audio recording device. Student behavior and conversation may be monitored.

### Bus Procedures

#### **Bus Students**

All students will have the opportunity to utilize district transportation for traveling to and from school. Each child will be assigned to a bus and pick-up and drop-off times will be provided to the parent/guardian prior to the start of the school year. Students are not permitted to walk to school at DDPS, DDES, and SES.

Delaware Valley School District buses are equipped with video/audio recording devices. Student behaviors may be monitored. Items being brought to school must fit in a student's backpack. If an item does not fit in a backpack, the item is not allowed on the bus. (ex. Basketballs, student projects, etc.)

#### **Bus Conduct and Expectations**

By Pennsylvania School Law, students riding a school bus and at the bus stop are under the authority of the school. Students are expected to behave on the bus and at the bus stop in the same manner they would in a classroom. Bus drivers have the right to assign specific seats to students. All students must sit in their assigned seats. **Students riding on the school buses have the following responsibilities:**

- to be at their bus stop five minutes before the bus is scheduled to depart
- to respect the rights of people who live near the bus stop
- to behave as if in a classroom, except for ordinary talking
- to keep heads, hands, feet, and arms inside the bus
- to keep the aisle clear
- to keep the bus clean
- to follow the directions of the bus driver



No animals or pets (with the exception of service dogs, ie: Seeing Eye dogs) are to be transported on the bus. The driver will refuse transportation to any child with an animal or pet even if it is in a jar or cage.

#### **Losing Bus Privileges**

To ensure a safe ride on the school bus, students are expected to behave in accordance with the DV-Five. When students misbehave, the bus driver will submit a misconduct report to the principal. The principal/or designee will review the report and assign a consequence for the misbehavior. Such consequences include warning, detention, bus suspension, loss of bus privileges for the remainder of the school year, or other action deemed appropriate by the principal.

Any student involved in one of the following behaviors may lose bus privileges for the remainder of the school year:

- Smoking, chewing or possession of tobacco products
- Possession or use of alcoholic beverages or drugs
- Possession of any weapon/ look alike weapon or dangerous instrument
- Unsafe, dangerous and/or repeated misbehavior
- Swearing/Cursing
- Significant inappropriate misconduct

During any bus suspension, parents/guardians must arrange for the transport of the student to and from school. Any student suspended from the bus upon return will be assigned a seat in the front of the bus for the remainder of the school year.

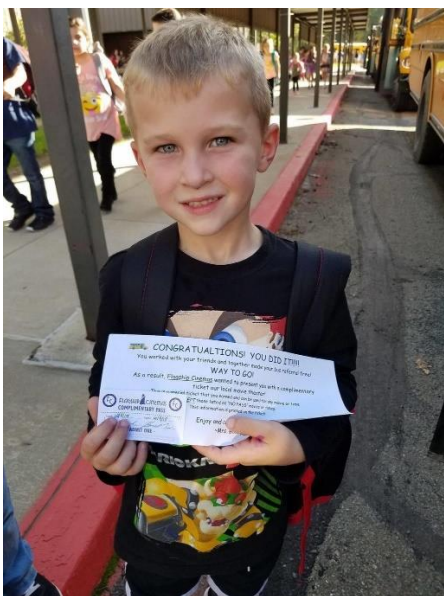
Students shall ride only their assigned bus. No bus transfers will be approved.

Students may request to get off their assigned bus at a different stop. These students must bring a written request from parents/guardians to the office before school begins. If approved, a special pass will be given to the student before leaving school.

### Bus Drills

Twice each year, students will participate in bus drills. These drills are intended to familiarize all students with emergency procedures which may be necessary to implement in the event of an accident.

[Click here to visit the Transportation Department section of the DV website](#)



## District Information

### Technology

The Delaware Valley School District recognizes that the Federal Constitution grants authors and creator's certain rights to protect their property as a means of promoting and advancing knowledge, and that Congress enforces these rights through U.S. Copyright Law. Copyright protection applies to original works of authorship that can be perceived, reproduced, or communicated, either directly or with the aid of a machine or device. The works include the following categories: (i) literary works, (ii) musical works, including any accompanying words, (iii) dramatic works, including any accompanying music, (iv) pantomimes and choreographic works, (v) pictorial, graphic and sculptural works, (vi) motion pictures and other audio video works, (vii) sound recordings and (viii) architectural works. Copyright protection extends to most computer software, which is typically protected as a literary work.

Users must make a standard practice of requesting permission from the holder of the work, or their agent, complying with license agreements pursuant to the school district's procedures, and legally use fair use principles.

Violations of copyright law will lead to disciplinary action from suspension up to and including expulsion from school. In addition, violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. Refer to Delaware Valley School Board Policy # 814 Copyright

### **Computer/Network/Internet Usage**

The Delaware Valley School District's Acceptable Use of Internet, Computers and Network Resources Policy, #815, ("Acceptable Use Policy") includes important requirements for students to know as they use the Internet, computers, networks, electronic communication systems, information systems, databases, files, software, and media. The Acceptable Use Policy requirements are in effect any time School District resources are used, whether on School District property or elsewhere. Students

are required to read, understand, and comply with the Acceptable Use Policy. Each student's signature and their parent's/guardian's signature is required on the "Acceptable Use of Internet, Computers and Network Resources Policy #815, Acknowledgement and Consent form." This is to acknowledge understanding of the policy and to be able to gain Internet access in school. Each student's signature is required to verify their receipt of the handbook.

The Acceptable Use Policy is available in electronic format on the School District's website at [www.dvsd.org](http://www.dvsd.org) (under "Policies").

The misuse of computer/network/Internet as documented in policy #815 under, Consequences for Inappropriate Use will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted use, as per the discretion of the Delaware Valley School District Administration. The student also will be responsible for restitution to the school district for any damage to school property; however, the school district reserves the right to review each case and provide consequences for conduct on a case-by-case basis.

### Insurance

Parents/guardians are urged to purchase the special accident insurance policy offered to all students at the beginning of the school year if they do not have another type of accident insurance. Insurance claim forms may be obtained from the office. The school district carries liability insurance; however, parents/guardians should be aware that the school district does not carry medical insurance on students. The school district carries primary excess medical insurance for interscholastic sports and related activities per the Schedule of Medical Benefits.



## **School Vehicle Accident Procedure for Processing Medical Bills**

Many questions arise about the procedures that address expenses relating to medical situations. The following is an attempt to clarify the circumstances as outlined in the insurance regulations:

- All owners of motor vehicles in the Commonwealth of Pennsylvania are required by law to purchase and maintain automobile insurance. The laws relating to automobile insurance coverage are compiled in the Pennsylvania Motor Vehicle Financial Responsibility Law of 1984-commonly referred to as the “PA No Fault Law”.
- First party benefits are a mandatory coverage. This is a basic no-fault type of medical insurance for your own medical bills. The minimum required by law is \$5,000. Regardless of who is at fault for the accident, the medical bills will be paid through your First Party benefits coverage. Using this coverage will not affect your rates or premiums in any way.

The priority of benefits or the order as to which party’s auto policy provides the benefits to the injured party is as follows:

- First Student has its own auto policy and is a named insured under that policy.
- Second Student is covered under parent’s/guardian’s policy, whether or not old enough to drive, as a “resident relative”. If there should be a case when you as the parent or guardian do not have auto insurance, the law states that any resident relative in the household who carries auto insurance would file the medical bills. If the medical bills go above the policy limit - they will have to be submitted to student’s health insurance. There is no recourse beyond this step.
- Third The owner of the vehicle the student occupied at the time of the accident.

Note: First party benefit coverage cannot be stacked between priority levels. Once coverage under the first applicable policy has been exhausted, claimants may not seek additional first party benefits from other policies at lower levels.

IN SUMMARY, IF SOMEONE IN THE HOUSEHOLD HAS AUTO INSURANCE PLEASE CONTACT YOUR AUTOMOBILE INSURANCE COMPANY IMMEDIATELY AND HAVE THIS INCIDENT ON FILE WITH THEM AS THEY WILL BE ABLE TO ASSIST YOU ON HOW TO FILE ALL MEDICAL BILLS. IF THERE IS NO AUTO INSURANCE IN THE HOUSEHOLD, PLEASE CONTACT THE BUSINESS OFFICE FOR INFORMATION ON PROCESSING THE MEDICAL BILLS THROUGH THE AUTO INSURANCE OF THE OWNER OF THE VEHICLE THAT THE STUDENT OCCUPIED AT THE TIME OF THE ACCIDENT.

If you need any further assistance, please feel free to contact the Business Office at 570-296-1806.

## **Procedure for Public Complaints**

Any student, parent/guardian, resident or community group shall have the right to present a request, suggestions or complaint concerning district personnel, the program or the operations of the district. At the same time, the Board has the duty to protect staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies. Refer to Delaware Valley School Board Policy # 906 Public Complaints.

If you have a particular complaint dealing with a staff member or program, you should follow these steps:

- Try to resolve the issue informally through discussion with the staff member directly involved.
- If this discussion fails to resolve the matter, discuss the matter with the building principal or staff member's supervisor.
- The principal will make the superintendent or designee aware of unresolved issues and further discussion can be held with the superintendent or designee.

Should the matter remain unresolved, the issue can be reviewed by the Board or a committee of the Board.

## Pa Homeless Children’s Initiative (Mckinney-Vento Act)

[McKinney-Vento Homeless Assistance](#) Act was created to aid homeless persons. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. Please use the following link for important information regarding [Pennsylvania’s Homeless Children Initiative \(McKinney-Vento Act\)](#)

If you believe you may be eligible, please contact the [Delaware Valley School District Homeless Liaison](#) or your school counselor to find out what services may be available. [DVSD Homeless/Foster Care Liaison](#) office: 570-296-1827



## **Health Services Department**

### **Health Program**

The school is vitally interested in the health of every student: those who are temporarily ill or disabled, those who are handicapped, and the majority who are healthy. The constant objective is to maintain, support, uphold, protect and when and when possible, improve the health of each individual monitored by complete personal health records.

Medical examinations are required periodically. Kindly keep the school nurse informed of medical problems and limitations in activities as they occur throughout your child's school life. The school nurse can help modify a student's activities if needed.

If your child appears to have a developmental or emotional problem, the school nurse should be consulted as well as the school counselor, principal and teacher. It has been found in the past that a contributing factor to problem behavior or learning disability may be an undetected physical condition that could possibly be controlled or corrected.

Vision and hearing screenings are conducted regularly throughout your child's school year and upon parent/guardian request. You will be notified if results are below the accepted norm as established by the Pennsylvania Department of Health.

Many community agencies and resources are available to assist families improve the physical health and emotional wellbeing of their children. Call your child's school nurse if you need help locating medical care for your child.

### **School Nurse**

If a student becomes ill in school, he/she will report to the school nurse. If a nurse is not in the building, students are to report to the office. Students must not leave the building because of illness without authorization.

### **Communicable Diseases in School**

When your child enters kindergarten, his/her world expands. He/she will come in contact with new and different things including infections and contagious diseases.

Your family doctor should be called promptly when symptoms or illness appear because (1) early diagnosis and medical treatment is always the most effective and (2) advice is often needed about protecting the patient and family.

Epidemics, a time when an illness affects many people at the same time in the same area, usually occurs in intervals of two or three years. An example of an epidemic, which occurs, is chicken pox.

Illnesses and infections are spread by different methods. People, not things, usually spread communicable diseases. Saliva most often carries the infection. An infection by direct contact is one in which the organisms are transferred through contaminated materials: bed clothes, combs, pencils, milk, water, and other foods.

The objective of school personnel in handling communicable diseases is to prevent infections and control organisms by blocking their spread. The following procedures are utilized:

- An ill child, when discovered, is isolated and his parents/guardians notified to pick the child up from school with a request to see their family doctor.
- Education of child, parent/guardian and school personnel on how diseases are spread and controlled.

Childhood diseases are the most contagious in the "coming down" stage of illness. If your child has a fever or upset stomach, it is advisable for him to remain home a day for observation.



## **Emergency Epinephrine Opt-Out Form**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

## **Medication Policy**

It is the policy of the Delaware Valley School District not to distribute medication of any kind without the written permission of the doctor and parent/guardian. This includes medication such as aspirin, over-the-counter cough medicines, and prescriptive medication. Medication of any type, in the student's possession without written permission, is against school policy. The only exception to this is that students are permitted to possess asthma inhalers, epinephrine injectables and glucagon and to self-administer the prescribed medication when such is parent/guardian/physician authorized using the appropriate medication form. See your school nurse for the appropriate form.

All medications to be given by the school nurse are to be brought to school in the original container with the prescription label or physician's label, noting name of the student, medication, dosage and time to be given. The medication form must be on file with the school nurse to allow your child to be given medication at school. Refer to Delaware Valley School Board Policy #210 Use of Medications.

[Click here to visit the Health Service Department section of the DV website](#)

## **Communications**

### **Change of Address**

Any change of address or telephone number should be reported to the office at once so that the home can be contacted in the event of an emergency.

If a family is moving from the area, it is necessary to transfer records to the receiving school district. Withdrawal of students should be reported to the guidance office or main office as soon as possible.

### **School Email for Teachers**

To email your child's teacher type in lowercase teacher last name followed by first initial @dvsd.org, (example: John Doe doej@dvsd.org)

### **Homework Hotline**

Teacher email, web pages and/or similar digital media tools may be utilized as avenues to disseminate homework. Students should make daily contact with the Homework Hotline. It is the responsibility of students who are absent from school to access the homework hotline for missed class work. To call the homework hotline:

- Dial 296-3656 and enter the teacher's 4-digit telephone mailbox number, press #
- To access another teacher, after the first teacher's assignment is noted - press 0, enter the second teacher's telephone mailbox number, then press #

Teachers frequently utilize Class Dojo, Remind, or other technology tools to communicate with families and share important school or classroom information. Families are encouraged to participate in these home/school applications.

### Closings and Delays

When inclement weather occurs, the Delaware Valley School District uses an automated phone system to contact parents/guardians. Please update the school with any changes to your telephone contact numbers. Calling any of the main school telephone numbers (296-1800) and then pressing “1” after the system answers will provide an announcement of school delay or closing information. School closing information can also be found on our website.

### Websites

[\*Delaware Valley School District\*](#)

[\*Delaware Valley Elementary\*](#)

[\*Dingman-Delaware Elementary\*](#)

[\*Dingman-Delaware Primary\*](#)

[\*Shohola Elementary\*](#)

### Social Media – Official Delaware Valley Accounts

Delaware Valley shares news, important information, and stories about what’s happening throughout the District on social media. The District maintains three official social media outlets that are open to the public:

 <https://www.facebook.com/Delaware-Valley-School-District-147681382076800/>

 [https://twitter.com/DVSD\\_Warriors](https://twitter.com/DVSD_Warriors)

 [https://www.instagram.com/delaware\\_valley\\_sd/](https://www.instagram.com/delaware_valley_sd/)



## Safety and Security

### Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly. The teacher in each classroom will give the instructions to the students. All emergency procedures will be followed during the fire drill.

### Safe2Say



On January 14, 2019, the Commonwealth of Pennsylvania launched the [Safe2Say Something program](#). This program allows individuals to report a safety concern securely and anonymously to help identify and intervene upon at-risk individuals before they hurt themselves and/or others. The program is mandated by Act 44 of 2018 and requires all K-12 school districts to participate. A phone number, smartphone app, and web-based application are options for reporting. These reports will be triaged by the Crisis Center at the Pennsylvania Office of Attorney General. A communication process is then initiated to the county 911 dispatch center and a set of pre-identified school district officials. All students at the middle school are trained or offered a refresher class in the utilization of the program at the beginning of each school year.

### School Police Officers

The [Delaware Valley School Police Officers](#) work to ensure a safe and secure school environment. The school police investigate any and all crimes reported to the administration. Two officers facilitate classes in D.A.R.E and also address bullying, law, and seatbelt safety in addition to other topics. The School Police Officers will also conduct mediations with student(s) to help solve any issues that are currently ongoing with that student(s).





## **Weather Drills**

The National Weather Service mandates that the school participate in weather emergency drills once a year. Specific details will be provided to the students by the administration.

## **Video Surveillance**

All elementary schools are equipped with video surveillance technology. This technology is used to promote a safe learning environment internal and external to each building on each campus.

## **Visitors**

When visiting the school, visitors must sign in with the building secretary to obtain a visitor badge. Parents/Guardians are always welcome and must register in the office upon entering the building. Please respect the safety of our children by following the sign-in procedures. Guests and visitors must have a pre-arranged appointment with a teacher in order to meet the teacher during class hours.

## **Volunteers**

All volunteers who will be working with students (i.e.; classroom assistance, field day assistance, field trip chaperones, class party assistance, etc.) must comply with the provisions of Delaware Valley School Board Policy #916- School Volunteers.

## **Non-Discrimination and Title IX Compliance**

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, gender, gender identity, gender expression, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, The Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district. The district also provides equal access Boy Scouts and other designed youth Groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 252 Route 6 & 209 Milford, PA 18337 or 570-296-1800.



## Delaware Valley School District 2020-2021 School Year

July 3	Independence Day Recess
August 27	Teacher Work Day
August 28	In-Service Day
August 31	First Day of School for Students
September 7	Labor Day Recess
October 12	Columbus Day Recess
November 11	Veterans' Day Recess
November 24	Parent Conference Day/Early Dismissal for Students*
November 25	Early Dismissal
November 26,27,30	Fall Recess
December 23-January 1	Winter Recess
January 18	Martin Luther King Jr. Day Recess
February 15	Presidents' Day Recess
April 1-5	Spring Recess
May 31	Memorial Day Recess
June 18	Last Day of School/Early Dismissal/Graduation
June 21	Teacher Work Day
June 22	In-Service Day

Month	Student Days	Teacher Days
August	1	4 (includes 1 Flex and 1 In-service Days)
September	21	21
October	21	21
November	17	17.5
December	16	16
January	19	19
February	19	19
March	23	23
April	19	19
May	20	20
June	14	16 (includes 1 In-service day)
	190**	195.5**

\* Early Dismissal- In the event of inclement weather necessitating a 2-hour delay, parent conferences will be postponed and there will be a "regular school day."

\*\* Ten (10) emergency weather-closing days are allotted in the calendar. If more emergency days are used, revisions in the calendar will be approved on an as needed basis, including April 1 and April 5. November 26, and November 27, December 25, and January 1 are the designated "official local district holidays."

Approved: November 2019

For a full calendar of district events and happening click below:

[Upcoming Events](#)

[VIEW CALENDAR](#)

2020

July

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

August

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31

September

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30

October

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

November

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

December

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

2021

January

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30

February

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28

March

1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31

April

1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30

May

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31

June

1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30