

Delaware Valley School District Achieve Academy Student/Family Handbook Grades 6-12

2024-2025

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.

Delaware Valley School District – Educating for Life’s Journey

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

NON-DISCRIMINATION and TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972, revised April 2020/Title IX Sexual Harassment), and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Delaware Valley School District declares itself to be an Equal Rights and Opportunities Agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Delaware Valley School District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. The district also provides equal access to various youth Groups. Inquiries may be directed to the Title IX Coordinator, Mr. Christopher Lordi, the Section 504/ADA Coordinator, and Title II Coordinator, Dr. Diana Bixby at 236 Route 6 & 209 Milford, PA 18337 or 570-296-1805

Delaware Valley School District's Achieve Academy Program Description

The Delaware Valley School District Achieve Academy (DVSD's AEDY program) is an educational and therapeutic program of the Delaware Valley School District. The program is designed to address individual student's academic needs while providing academic and behavioral support and interventions. The goal is to prepare students to return to the regular school setting upon completion of the program. Delaware Valley Achieve Academy currently serves students in grades 6-12 who have been expelled from the Delaware Valley School District.

Upon entering the program, students will meet with the parent/guardian and school team to have a Formal Periodic Review meeting where the team will review student needs, create behavioral goals, and share expectations of the program. Students will work towards their behavioral goals throughout their stay in the program. Formal Periodic Review (FPR) meetings will take place every 45 days to discuss progress. If students have met their behavioral goals and the period of expulsion is over, they will transition back to the regular school building. If a student has not met behavioral goals or there is additional time for the expulsion, the team will discuss student progress and consider additional interventions to assist the student in becoming successful if needed.

The program runs from 11:15 am -6:00 pm in a blended learning format. Students work on their classwork from 11:15 am-1:00 pm virtually and then are transported to the program to attend school in-person at the Delaware Valley Middle School from 2:00 pm-6:00 pm.

Students will work with the school social worker in individual and group sessions to assist them in meeting their goals. In addition, all students will receive leadership, social skills, and coping skills training 3-4 times weekly as Tier 1 instruction. The program will maintain strong collaboration with families. By doing this, families can assist the student in maintaining accountability and achieving success.

Delaware Valley School District Achieve Academy Vision Statement

DVSD Achieve Academy program is dedicated to helping students achieve academic success in a restorative environment. The program will utilize Positive Behavior Interventions and Supports, while also using a trauma informed approach. Students will receive tiered academic and behavioral intervention based on their individual needs. Our goal is to ensure that students can thrive while in the program and successfully transition back into the regular school environment where they will continue to thrive.

DVSD Achieve Academy staff understand that all students can learn. Through a strength-based approach to learning, students will obtain coping skills, insight into their behaviors, and confidence to ask for help when needed by those they have learned to trust.

REASONS FOR PLACEMENT IN AN AEDY PROGRAM

It is the superintendent's prerogative on where the student will be placed. Alternative placements may be a consideration in specific circumstances.

Students may be placed for one or more of the following reasons:

1. Disregard for school authority, including persistent violation of school policy and rules
2. Display of or use of controlled substances on school property or during school-affiliated activities
3. Violent or threatening behavior on school property or during school-related activities
4. Possession of a weapon on school property
5. Commission of a criminal act on school property
6. Misconduct that would merit suspension or expulsion under school policy

IMMEDIATE PLACEMENT

Students may be placed in an AEDY Program immediately for reasons two, three, and/or four. This is because the student is considered a threat to the safety of our students/staff or creates an unsafe school environment. Student Assistance Program (SAP) referral provided.

INTERVENTIONS

Prior to placement in AEDY, a student should receive the following:

- Meeting(s) with an administrator (principal, assistant principal, etc.)
- Meeting(s) with the school guidance counselor
- Offer for a Student Assistance Program (SAP) referral

HEARINGS

Prior to placement in an AEDY Program, the student should receive a hearing. The parent/guardian and student have the following rights and responsibilities:

- The parent/guardian must be notified in writing why their son/daughter is being suspended.
- The parent/guardian must receive notice within a reasonable amount of time.
- The student may bring witnesses to the hearing.
- The hearing should be offered within the first five days of suspension, if your son/daughter is placed immediately. The hearing may occur after placement.

DURING PLACEMENT IN ACHIEVE ACADEMY

While in the Achieve Academy Program, the student must receive at least 20 hours of academic instruction and 2.5 hours of counseling (individual and/or group) each week. The student must receive instruction in Math, English, Science, Social Studies, and Health/life skills based on his/her grade level.

The student must receive a behavioral assessment and behavioral goals when placed in Achieve Academy.

The school district and Achieve Academy should work with the parent/guardian and the student to create behavioral goals based on his/her reason for placement and information from the behavioral assessment.

The student must receive a formal periodic review (progress review) every 45 days. The parent/guardian, student, school district administrator, Achieve Academy representative, regular education teacher, special education teacher, social worker, school district counselor, other Achieve Academy or school staff, staff from the school and other outside agencies should attend the review. Once the student's progress towards behavioral goals are met, your son/daughter is ready to return to the regular education setting. Once behavioral goals are met, a transition plan is created. The student cannot remain in Achieve Academy for poor grades, not having enough credits, or for other reasons.

TRANSITION/RE-ENTRY PLAN

The purpose of a re-entry plan is to help the student return to the regular education setting. Re-entry plans must be created to help the student to be successful. The student's transition may take as much, or as little time as needed.

Even though it might seem like a good idea for a student to stay in the AEDY Program due to the student being successful, it is important to return to the regular education setting. For that reason, once behavioral goals are met, a re-entry plan must begin.

Any questions or concerns can be forwarded to the Delaware Valley School District Achieve Academy Principal, at 258 Rt. 6 & 209, Milford, PA 18337, or faxed to 570-296-3162, or emailed to dbixby@dvsd.org or call 570-296- 1810

COPYRIGHT

The Delaware Valley School District recognizes that the Federal Constitution grants authors and creators' 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 fair use principles.

Violations of copyright law will lead to disciplinary action will be determined on a case to case basis. 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.

SCHOOL EMAIL FOR TEACHERS

To email your child's Achieve Academy teacher type in lowercase teacher last name followed by first initial @dvsd.org, (for example: john doe= doej@dvsd.org). To email Dr. Bruno, our school social worker, use vbruno@dvsd.org.

SENIOR RESEARCH PAPER

Completion and submission of an original senior research paper in a student's respective English class is required for all Seniors. Topics will be assigned and approved by the teacher and specific requirements (style, footnotes, bibliography, etc.) will be taught. Senior research papers MUST be turned in on or before the set deadline date. If a student fails to meet the deadline, he/she will be given a zero for the value of the assignment; the paper is still mandated to fulfill the requirements of the course. Students who do not submit a paper will not receive credit for the course. If a student is enrolled in Achieve Academy during the time they are completing their senior research paper, they will need to work with the English teacher to complete all requirements.

GRADING

CLASS PARTICIPATION

All teachers will assign a grade for class participation for all courses. Students will be graded for on-time arrival, class behavior, preparation for class, and participation in class discussions.

GRADE REPORTS

Grade reports will be marked every nine weeks or four times a year. In Achieve Academy, weekly progress reports will be emailed to parents/guardians. They are encouraged to reach out to Achieve Academy staff if there are any questions or concerns. A report card is a summary of the quality of a student's work and effort. A student may not pick up another student's report card.

Comments may be used to clarify a particular mark. These comments will identify both positive and negative aspects of a student's effort.

GRADING SYSTEM

A. Regular Education Program

Excellent		Good		Average	
A+	98-100	B+	87-89	C+	77-79
A	94- 97	B	84-86	C	74-76
A-	90- 93	B-	80-83	C-	70-73
Passing		Failing			
D	65-69	F	0-64		

POWER SCHOOL

Parents/Guardians have web access to their students' grades, and attendance, Contact the home school counselors for passwords and procedures-

REMIND APP FOR NOTIFICATIONS

To receive notifications via REMIND, text @29a4eg9 to the number 81010. You will receive any notifications and updates sent by the program.

ATTENDANCE AND TARDIES

ATTENDANCE

Everyone enrolled in school is required by state law to attend regularly. Frequent absences may lead to failure in subjects which may lead to school dropouts. In the event your student will be absent, please call 570-296-1810, or email dbixby@dvsd.org.

1. Every student absence requires a written excuse signed by the parent/guardian. The written excuse must include the date(s), the reason for the absence, and bear the signature of the parent/guardian. The school administrators will determine if the written note meets the criteria of an excused or unexcused absence. When the student, regardless of age, is absent, the parent/guardian must submit a written note on the first (1st) day the student returns to school. If the excuse is not presented by the fifth (5th) school day, the absence will remain unexcused. All absences, including excused and unexcused, beyond ten (10) cumulative days within the school year require a doctor's note. If a doctor's note or a hospital record is not provided within five (5) school days, the absence will be marked unexcused.
2. If a student reaches three (3) unexcused absences, he/she is considered truant and the parents/guardians will be notified. A Student Attendance Improvement Conference will be offered at this time.
3. If a student reaches six (6) unexcused absences, he/she is considered habitually truant. At this time, the parents/guardians will be notified, and a Student Attendance Improvement Conference will be scheduled by Academy school social worker. In addition, the Pike County Bureau of Children and Youth may be notified.
4. If a student reaches ten (10) absences (any combination of excused or unexcused), parents/guardians will receive an excessive absence letter. Children and Youth will also be notified.
5. Students who visit a doctor during an absence should bring a note from the doctor.

6. Students who are absent due to college visits must make prior arrangements—with Achieve Academy principal.
7. Missing the school bus is unexcused.
8. A student may not leave Achieve Academy at any time unless he/she is excused by the nurse because of illness and permission is granted by the principal. The student must sign out in the book provided by Achieve Academy in the DVMS Library.
9. Parents/Guardians who pick up children during school hours to excuse them for some legal purpose must also sign out in the register provided by Achieve Academy in the DVMS library for that purpose. A note from a parent/guardian and parent/guardian confirmation is required.
10. The policy for early dismissal when a parent or guardian does not pick up a student is as follows:
 - a. Have parent or guardian call or email in advance to get permission for the student to be dismissed early. The student also needs to give a note to Achieve Academy staff on the day of the dismissal.
or:
 - b. The student is to bring a note from a parent or guardian to the office the morning of dismissal, including a telephone number at which a parent/guardian may be reached for confirmation.

STUDENT ATTENDANCE IMPROVEMENT PLAN

Achieve Academy will offer and implement a Student Attendance Improvement Plan (SAIP) if a student is truant, habitually truant or has excessive absences. Loss of instructional time, as a result of truancy, will make it more difficult for students to reach their academic potential. Letters will be mailed home to ensure the parent/guardian is properly informed of the student's attendance record. A Student Attendance Improvement Conference (SAIC) will be initiated.

Pike County Children and Youth Agency will be notified before a student is cited for attendance.

TARDINESS TO SCHOOL (TARDY TO CLASS)

Each student is REQUIRED to be in his/her seat at 2:00 pm.

When students arrive late to school, parents/guardians are required to sign the attendance sheet in the DVMS Library.

Tardy students must have a written note from their parent or guardian. The school administrator will determine if a note warrants an excused or unexcused tardy. Students who are tardy because of a doctor's appointment need a note from the doctor. Notes regarding tardiness to school must be submitted within ten (10) days of the late arrival in order to be considered excused. Chronic tardiness may result in a parent/guardian conference. Parent notes are accepted for the first five tardies.

EARLY DISMISSAL FROM SCHOOL

A student is excused from school with a note from a doctor, and permission from an administrator. Any other early dismissals, unless the school nurse dismisses the student, will be unexcused. An administrator may use discretion in other circumstances to excuse an early dismissal. Chronic unexcused early dismissals may result in a parent/guardian conference.

EXCUSES

When you are absent three or more consecutive days, report to the school nurse when you return to school for review of that excuse.

Doctor's notes are routinely required for extended absences and excessive absences (10 or more days).

Every absence and every tardy requires an excuse to be delivered to staff in Achieve Academy. Excuses must be delivered to the office within ten (10) school days

CLOSING 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 (296-1850) and then pressing "1": after the system answers will provide an announcement of school delay or closing information. School closing information can be found on our school website at www.dvgsd.org. If after school activities are canceled due to inclement weather, Achieve Academy will be canceled. A message will also be sent on Remind.

PLANNED ABSENCES/EDUCATIONAL TRIPS

Although parents/guardians are urged to take vacations during planned holidays, parents/guardians may request permission to take five (5) days per year. Parents/Guardians requesting permission to take their children out of school for family educational trips must notify the administrator by written request at least five (5) school days prior to the trip. The educational benefits of the trip and the educational places to be visited must be explained. When the request is received by the Achieve Academy principal, she will review student's grades, behavior, and attendance. Approval may be denied for the following reasons:

1. Poor academic achievement.
2. Excessive absenteeism and lateness.
3. Second request within one school year.
4. More than five (5) days requested.

The principal will determine whether or not the trip is approved. If parents/guardians take students out of school for a family educational trip, the following guidelines must be adhered to:

1. If a student is going on vacation, the Achieve Academy administrator must receive written notification, five (5) days in advance, from the parent or guardian. If there is no notification in writing, in advance, the days missed will be marked unexcused. Student

illness, death in the family, emergency in the family, advanced written notification of vacation, appointments, college visits, or interviews are considered excused absences.

2. The student is responsible for informing Achieve Academy staff of his/her need of assignments at least five (5) school days prior to the trip and then collecting the assignments when available.
3. The missed work must be submitted within five (5) days of the student's return to school.
4. If the assignments are not satisfactorily completed within the specified time, the student will receive no credit and a grade of zero (0) for the assignments.

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. Withdrawal of students should be reported to the homeschool counselor office or main office as soon as possible.

DISCIPLINE STUDENT CODE OF CONDUCT

PURPOSE

The Board acknowledges that student conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment.

BOARD AUTHORITY

The Board shall require each student of this district to adhere to the rules and regulations promulgated and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, on school trips, during school, during school-sponsored activities, (on or off school property) and while student travel to and from school. Such rules require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors.

DELEGATION OF RESPONSIBILITY

The Governing Board or Designee shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and:

1. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.
4. Do not violate any individual rights guaranteed to students.

The Governing Board or designee shall designate sanctions for the infractions of rules which shall:

1. Relate in kind and degree to the infraction.
2. Help the student learn to accept responsibility for his/her actions.

Use of Corporal punishment is prohibited; however, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

1. For the purpose of self-defense.
2. For the protection of persons or property.

DRESS CODE

We recognize that school is like a place of business. Further, we recognize that part of one's education is learning when, where and how to dress appropriately. Therefore, a basic guideline for student dress relies on what is appropriate for a formal, business-like, public-school environment.

1. All clothing worn to school should be clean.
2. No clothing should be worn which would interfere with others' education or present a safety hazard to any student or property.
3. Personal grooming should conform to reasonable standards of cleanliness. This especially, but not exclusively, pertains to proper care of a student's hair.
4. Students are expected to dress appropriately for the weather conditions, i.e. long sleeves, sweatshirts, sweaters, etc. in the colder months. Outdoor wear, including coats, jackets, blankets, etc. should be stored in the locker.
5. Students should not wear clothing that is more suitable for the beach, playground, or other informal occasions.
 - a. Students must wear clothing that is relatively modest and suitable for the business-like atmosphere of a public school.
 - b. Undergarments must be covered by the clothing the student is wearing.
 - c. Hats, caps, bandannas, or hoods may not be worn indoors. Students are not to wear any full head coverings (except for

- religious beliefs and chronic health conditions) or sweatbands in the building during the regular school day.
- d. Any clothing that advertises drugs and alcohol, includes offensive or suggestive language, or promotes violence is strictly prohibited.
 - e. Bottoms 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. The "Finger Tip" method will also be applied to rips and tears in clothing.
 - f. No pajamas or slippers may be worn.
 - g. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves during the school day.
 - h. Students are not to wear clothing that contains excessive rips or tears or have holes in them to put thumbs or fingers through. Students should not wear midriff tops or tops that expose the entire mid-section of the body.
 - i. "Heelys" or other skating footwear are prohibited.
 - k. On no occasion should any student go barefoot on school premises
 - l. Clothing or accessories that contain spikes, chains, or any other items that can be considered harmful are not to be worn.

EXCHANGE OF MONEY

Students should not sell anything in school unless it has been properly authorized. Money should not exchange hands in school unless it is for school business and with proper authorization. This also includes any form of gambling and/or betting. Administrators will use their discretion in assigning disciplinary consequences for students who buy or sell anything in school without proper authorization.

PERSONAL VALUABLES

Students should not bring large amounts of money or other valuable personal items to school. Students are responsible for their own personal property. The Delaware Valley School District and its contractors will not accept any liability for lost or stolen articles either on school district property or in school district or contractor vehicles. When it is necessary, valuables should be placed in the care of the office.

STUDENT RIGHTS AND RESPONSIBILITIES

Every child, being a resident of the Delaware Valley School District, between the ages of six (6) and twenty-one (21) years, may attend the Delaware Valley School District public schools. Notwithstanding any other provision of law to the contrary, a child who attains the age of twenty-one (21) years during the school term and who has not graduated from high school may continue to attend the public schools in his district free of charge until the end of the school term. The board of school directors of any school district may admit to the schools of the district, with or without the payment of tuition, any non-resident child temporarily residing in the district, and may require the attendance of such non-resident child in the same manner and on the same conditions as it requires the attendance of a resident child. 24 P.S. § 13-1301. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first.

Taken from the Pennsylvania State Board of Education Regulations of Title 22 PA Code, Chapter 12.

12.2 Student responsibilities:

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform to the following:
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 3. Dress and groom so as to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
 4. Assist the school staff in operating a safe school for all students enrolled therein.
 5. Comply with commonwealth and local laws.
 6. Exercise proper care when using public facilities and equipment.
 7. Attend school daily and be on time at all classes and other school functions.
 8. Make up work when absent from school.
 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.
 10. Report accurately and not use indecent or obscene language in student newspapers or publications on school premises.

DISCIPLINARY GUIDELINES

DVSD Achieve Academy uses a Positive Behavior Intervention and Support (PBIS) system as the foundation for its Multi-Tiered System of Supports (MTSS) Framework.

TIER 1 INTERVENTIONS:

*Team Based Approach- The program will involve teachers, administrators, social workers, outside agencies, parents, and the student to help provide a comprehensive, personalized structure to best meet the academic, behavioral, and social and emotional needs of the student.

*Social and Emotional Development- Each student will receive 2.5 hours of individual and/or group counseling each week according to individual student needs. Dr. Bruno, Achieve Academy school social worker, can be reached at ybruno@dvsd.org, sent a message on schoology or reached by phone at 570-296-4921 to discuss counseling related concerns. Students may also meet with a Drug and Alcohol Counselor if needed.

*Behavior Matrix- All students will review the DV 5 behavioral expectations in the program. Expectations will be taught and reinforced so that all students understand what is expected of them.

*Leadership lessons- All students will receive instruction to assist them in making good decisions. These lessons will focus on leadership skills, coping skills, and self-regulation skills.

*Positive Behavior Intervention and Support-All students will earn points daily to be exchanged for individual and group reinforcement.

TIER 2 INTERVENTIONS:

-ALL Tier 1 INTERVENTIONS:

- Increased instruction and practice with self-regulation and social skills
- Increased adult support
- Increased antecedent manipulation
- Increased access to academic supports
- Review of additional outside agency supports for students

TIER 3 INTERVENTIONS:

- All TIER 1 and TIER 2 interventions
- Comprehensive Functional Behavioral Assessment
- Individualized plan of support that includes strategies for prevention, teacher, positive reinforcement, controlled reduction of natural rewards for problem behavior, and safety.
- Wraparound supports and culturally responsive, person-centered planning that actively involves family and community support and resources.

*If needs cannot be met in this program, team discussion regarding alternative placement will be scheduled.

The following procedures will take place when there is a behavior, given the supports and structure that are in place with MTSS.

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

TEACHER MODIFICATION PHASE

A teacher can deal with minor discipline without the need for formal referral to the administration. When a teacher feels that a minor problem has become so habitual that it has become a major problem, a referral to the administration should be made. Prior to a formal referral, the teacher should have taken the step of a private student/teacher conference and one of the steps listed below. A parent/guardian conference is strongly recommended during this phase. Though a conference is not mandated, contact with the parent/guardian is. Contact should be made by the teacher.

The teacher should use the following steps:

1. Teacher, student conference.
*reminder of behavior expectation and explore strategies to assist students in meeting the expectation next time.
2. Teacher, student, school social worker conference
*reminder of behavior expectation, problem solve with student to explore additional coping skill or self-regulation strategies
3. Teacher, student, parent/guardian conference.
4. Teacher, student, administrative conference.

This is a means for an in-depth student/teacher conference when appropriate. During this phase, a record of contacts with a student should be made on a minor teacher referral form. The original should go to the Achieve Academy principal, a copy kept by the teacher. A brief statement of the incident, the teacher action, student response, and interventions used should be recorded.

ADMINISTRATIVE PHASE

When a teacher feels he/she has utilized and sufficiently documented all reasonable steps to modify behavior, he/she should refer a student to the administration. When the student is referred to the administrator, the following may occur:

1. Schedule a student-teacher-administrator conference to resolve areas of conflict.
2. Involve or re-involve the school social worker in resolving the present difficulties.
3. Refer the student to the Student Assistance Team or the Multidisciplinary Team for appropriate action.
4. Schedule a parent/guardian conference to review discipline records and school policies.

When a student is being given TIER 3 interventions and not being successful, an Achieve Academy team meeting will be scheduled to discuss student progress and alternate solutions.

COMPUTER/NETWORK/INTERNET

The Delaware Valley School District's Acceptable Use of the Communications and Information Systems 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 the Communications and Information Systems 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.dvgsd.org (under "Policies").

The misuse of computer/network/Internet (hereafter referred to as "CIS") as documented in policy #815 under Prohibition, General Prohibitions, Access and Security Prohibitions, and Operational Prohibitions on pages 12-17 will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted CIS use, as per the discretion of the Delaware Valley School District Administration. The student will also 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.

MINOR DISCIPLINARY INFRACTIONS

1. Unexcused tardiness to class/lunch or unexcused early dismissal from school
2. Inappropriate dress, per incident - see Dress Code.
3. Misconduct on school property and school sponsored events.
4. Inappropriate public display of affection; kissing.
5. Possession of matches, lighters, etc.
6. The wearing or carrying of coats, hats, bandannas, headbands.
7. Wearing hoods to class during the school day.
8. Use of electronic devices that results in a disruption to the educational process.
9. Items signifying gang affiliation.
10. Posting any material without prior administrative approval.
11. Leaving class without permission.
12. Disruption of classroom environment.
13. Other instances of minor misconduct.

DISCIPLINARY RECORDS

Disciplinary records are maintained on each student.

MAJOR DISCIPLINE INFRACTIONS

Major discipline should be referred immediately to the principal. The consequences will be determined based on student support and previous referrals. These include:

1. Annoyance Calls

Annoyance calls include but are not limited to:

- fax machines
- hang-ups
- harassing or threatening calls
- obscene calls

2. **Cell phone use/ Personal Electronic Device (PED)/Texting-** the use of a cell phone is only acceptable when permission has been granted by an administrator or teacher. Electronic Devices will be collected and put in a bin in the classroom upon entering Achieve Academy, unless authorized by school staff.
3. **Violation of the Acceptable Use Policy #185-** The misuse of computer/network/Internet (hereafter referred to as "CIS") as documented in Delaware Valley School District policy #815 will result in restricted CIS use, as per the discretion of the Delaware Valley School District Administration. The student will also 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.
4. **Cheating/per offense – "0"** grade for that activity, test or quiz. This will be applied to the individual taking information as well as the individual supplying information. Due to an increase of cell phone use during tests, the school is aligning to the state guidelines. If a student is discovered using a cell phone or other electronic device in his or her possession during the administration of any test, the student will receive a zero on the assessment along with having a conference with parent/guardian and school administrator.
5. **Defamation** is a false, damaging statement that harms or slanders one's reputation. Defamation of any person, including staff members, will result in punishment

6. **Destruction of School Property**

Willful or negligent destruction of school property and/or personal property (parent/guardian notified and police notified depending upon the seriousness of offense; payment of labor, repair, replacement costs will be charged to the offender or parent/guardian).

7. **Driving recklessly** on school property or breaking Pennsylvania driving laws while coming to or going home from school or school events is prohibited. Driving privileges will be suspended depending on severity of offense.

8. **Drugs and Alcohol**

The Delaware Valley School District will not distribute medications/drugs of any kind without the written permission of the primary care provider and the parent/guardian. When these conditions are met, only the school nurse will administer the medication. This includes, but is not limited to, such items as over-the-counter preparations: aspirin, Tylenol, Advil, caffeine pills, supplements, stimulant sprays, cough medications, cough drops, laxatives, antacids, vitamins, herbs, bath salts, CBD and/or hemp derivatives, etc. and Prescription medications. Prescribed medication, all over-the-counter medications or drugs of any type shall not be in the student's possession. Any medication classified as a controlled substance as well as all prescribed medications and over-the-counter medications must be brought into the nurse's office by a parent/guardian or by another adult designated by the parent/guardian and must be administered through the nurse's office. A physician may give permission for a student to carry and self-administer certain emergency medications.

9. Any medication classified as a controlled substance must be delivered to the school nurse by a parent/guardian.

Any offense of the school's Drugs/Alcohol/Drug Paraphernalia Policy #227 will result in notification of the police, and referral to the superintendent for expulsion review. A Parent/guardian will meet with the Achieve Academy administrator to determine the next steps and if the current AEDY placement is appropriate. The student also must contact the Carbon-Monroe-Pike Drug and Alcohol Program for evaluation. The first visit must be made prior to the student's return to school. The student will be required to complete the recommended program. If a student does not complete the recommended program, recommendation for permanent expulsion may occur. The Superintendent will review the matter and shall, when appropriate, refer the matter to the Board with the recommendation to initiate expulsion procedures. Referral to the Board for expulsion proceedings shall be considered in all instances where a student has possessed, transferred, used, or is under the influence of a prohibited substance. The student also will be referred to the Student Assistance Program (SAP) team.

Any student who comes onto school property or attends a school function who is in possession, transfers, or uses prescription or non-prescription drugs, look-alike drugs, or alcohol may be subject to additional disciplinary action up to and including additional time as an -expelled student. The same penalties apply to a student who is under the influence of prescription or non-prescription drugs that have not been prescribed for the student by a licensed prescriber or are being used in doses higher than those prescribed. This includes drug or alcohol paraphernalia. The same penalties will also apply to any students found responsible for attempted transactions of prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia. Furthermore, the same penalties will apply to any students found responsible for aiding transactions or attempted transactions of prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia. The police will also be notified. A referral will be made to the superintendent for expulsion review. The student must also cooperate with the Carbon-Monroe-Pike Drug and Alcohol Program and the SAP team.

Any student who is in possession, transfers, or uses prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia off school property, but causes a disruption to the learning environment on school property, may be subjected to school disciplinary consequences as deemed appropriate by school administration.

Students may not sell anything in school unless it has been properly authorized. Money may not change hands in school unless for school business and with proper authorization.

Distributing, transferring, purchasing, receiving, possessing and/or selling of drugs (either illegal, controlled, or prescription medication, look-alike drugs, alcohol, drug paraphernalia, alcohol paraphernalia, over-the-counter medications and stimulants) on school property will result in a recommendation for expulsion as well as a recommendation for the individual to be barred for life from entering upon any property owned or operated by the Delaware Valley School District. The individual shall be considered a trespasser in the event of such entry and shall be prosecuted to the fullest extent of the law.

The Delaware Valley School District reserves the right to take appropriate measures to secure the safety and well-being of our students. These measures may include, but are not limited to, the use of drug-sniffing dogs in the building and/or district property. The district may use breath alcohol testing when students appear to be under the influence of alcohol. Reasonable suspicion drug testing may also be used with parent/guardian permission when students appear to be under the influence of illegal or non-prescribed drugs

10. **Extortion, intimidation, threatening, bullying/cyber-bullying, inappropriate racial comments, or hazing of others**, or use of a comment which encourages another student to harm or think about harming themselves. (parent/guardian notified and police notified depending upon the seriousness of offense; school administrator and social worker notified and student mediation may also be utilized depending on the circumstances).

11. **Falsifying Signature or Document /Falsifying Report**

Falsifying a signature or a document is when a student presents a signature that does not belong to him/her or creates/presents a document that is fraudulent. Falsifying a report is when a student knowingly reports false information to the school (i.e. staff member, Safe2Say Something, etc.). Falsifying signatures, documents, or reports may result in consequences depending upon the severity of

the situation. Administrators will use their discretion when determining the appropriate consequences.

12. **Fighting**

Fighting that includes pushing, shoving, slapping, punching, verbal altercation, etc. results in the following discipline:

Any student found responsible for organizing, instigating, filming, or facilitating a fight will be subjected to the same consequences as the students directly involved.

The administration, in reviewing any case of fighting, may use discretion considering the causes and other factors concerning the incident. The administrator may consider other options such as a referral to the superintendent for further expulsion review, if warranted, by circumstances. Restitution may be required to repair damage or replace destroyed articles. Fighting may result in police involvement and fines for disorderly conduct, harassment, or assault. Parents/Guardians and police promptly will be notified after an incident. The police will be permitted to interview students involved in these acts as soon as possible.

13. **Horseplay/Safety Violation**

Students who engage in horseplay or who participate in behavior deemed unsafe to others as well as themselves may be subjected to disciplinary consequences. The administration, in reviewing any cases of horseplay or safety violations, will use their discretion when considering the causes and other factors concerning the incident. The administrator may consider other options depending on the severity of the situation.

14. **Insubordination/defiance** of reasonable authority

15. **Leaving the school building or school grounds** without permission

In the event that any student leaves school grounds without permission, local law enforcement may be notified.

16. **Lightspeed Alerts**

To improve school climate and identify students in crisis before a critical event occurs, Delaware Valley School District has teamed with Lightspeed Alert to proactively intercede and provide support for at-risk students.

Any Lightspeed alert received by the administration will be reviewed and evaluated on a case-by-case basis. Alerts involving individual student safety will be provided with the necessary resources available within the school environment (parent notification, SAP referral, counselor/social worker intervention) and other community-based resources. Alerts that are inappropriately explicit (racial/ sexual in nature) will be subject to the discipline outlined in the student handbook. Alerts that pose a serious threat to the members of the student body, school district personnel, guests, or physical school building will be subject to ten (10) days suspension from school, referral to the superintendent for expulsion review and/or police notification.

Students should be aware that any inappropriate searches, websites, and/or correspondence conducted with their school provided username and/or school issued device will be their responsibility. Therefore, it is imperative that students refrain from sharing usernames/passwords or their own school-issued device.

17. **Mutual Sexual Misconduct**

Situations involving students who engage in sexual acts that go beyond “displays of affection” will be subject to the major disciplinary actions. Administrators will use their discretion in contacting the school police.

18. **Possession and/or use** of any item not explicitly stated in the student handbook, that is illegal, unlawful or considered to be dangerous, will result in consequences as well as police and parent/guardian notification.

19. **Pranks** causing disruption to the educational process or intending to disrupt the educational process will result, notification of the police for appropriate charges. In addition, the issue will be referred to the superintendent for expulsion review.

20. **Use of Profanity** will be subjected to disciplinary actions

21. **Profanity to Staff**- Students are prohibited from the use of profane and abusive language, whether written or spoken, to all staff members. Profane language which is intended or reasonably viewed by administration as being disruptive, directed, or indirectly written or spoken to staff members will be subjected to disciplinary action:

22. **Harassment/Sexual Harassment**

Harassment occurs when someone uses words, gestures, or actions to create an environment which is offensive, intimidating, or makes another member of the school community feel uncomfortable. Sexual harassment occurs when someone uses words, gestures, or actions of an explicit or implied sexual nature and creates an environment which is offensive, intimidating, or makes another member of the school community feels uncomfortable. One may be guilty of sexual harassment even if he or she did not intend to create such an environment. Crucial in determining whether the offense has occurred is whether or not someone has been offended. Students are advised to refrain from using words, gestures, or actions of an explicit or implied sexual nature in school.

23. **Smoking and Possession of Tobacco/Electronic Cigarettes/Nicotine Delivery Devices**

In accordance with the School Tobacco Control Act 128 of 2000, smoking in school or on school property is strictly prohibited, as well as the possession or use of any tobacco/nicotine-related product. Tobacco/nicotine includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco/nicotine in any form. It is illegal in the state of Pennsylvania for minors under 18 years of age to purchase tobacco/nicotine. In Delaware Valley High School, smoking, use, or possession of tobacco/nicotine-related products, including e-cigarettes (i.e. vape pens, JUULs, Suorins, etc.), is not permitted anywhere in the school building, on school grounds or at bus stops. Additionally, the distribution, transfer, purchase, sale, or attempted transaction of tobacco/nicotine-related products, including e-cigarettes, is strictly prohibited. This prohibition extends to all buses, vans, and other

vehicles owned by, leased by, or under the control of the school district. The prohibition further extends to all school buildings, stadiums, bleachers or any other form of property owned by, leased by, or under the control of the school district. Smoking, use, or possession of tobacco/nicotine-related products, including e-cigarettes, is not permitted in cars parked on school grounds, nor is it permitted during any school activity, day or night. In addition to disciplinary action, students will be subject to monetary fines as imposed by the magistrate's office. These fines may be imposed for each incident.

- a). First offense-Students will take tobacco/nicotine cessation class, which is an education pertaining to the hazards of tobacco use. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse (fines and court costs of \$225.00, or current levy). Parent/guardian notified and student will meet with Achieve Academy school social worker
- b). Second offense the student may be taken out for a more in-depth tobacco/nicotine cessation class and review of previous cessation attempts. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse (fines and court costs of \$225.00, or current levy) Parent/guardian notified, parent/student/administrator/school social worker meeting to determine if further education and/or services are needed to assist student.
- c). Third offense –Parent/guardian notification, meeting with Achieve Academy principal and school social worker to determine next steps and possible interventions (fines and court costs of \$225.00, or current levy).

24. **Stealing/Theft** Stealing/theft will result in parent/guardian notification and police notification depending on the seriousness of the offense. Full restitution will be made by the student.

25. **Truancy**

Truancy cases shall involve the staff attendance person and civil authorities will be notified as per law. Unauthorized absence from school is truancy and is illegal. If a student is under 17 years of age, truanies are referred to the District Magistrate, and the parents/guardians are fined. If a student is 17 years of age or older, repeated truanies may cause his/her expulsion from school. When a student is truant, he or she receives a 0 for class participation that day and the student will not be allowed to make up any t tests or quizzes which were given on the day he or she was truant. Please refer to the Student Attendance Improvement Plan for more information.

26. **Weapons, Possession of Dangerous/Prohibited Objects-** (fireworks, smoke devices, firearms, knives, cutting devices, mace, pepper spray, etc.). Any student who is involved in an activity that poses a serious threat to the student body, school district personnel, or guests shall be subject to immediate removal from school until investigation has been, referral to the superintendent for further expulsion proceedings and/or referral to the police for legal action. A student in Achieve Academy who is found in violation of the weapons policy, will no longer be allowed to attend Achieve Academy. An alternative educational placement will be found.

- a. Possession and/or use of smoke emitting devices.
- b. Possession and/or use of fireworks or other explosive devices.
- c. Setting off the fire alarm when there is no emergency.
- d. Reckless use of an automobile on school property.
- e. Bus conduct that could or does result in serious injury to other students or school employees or results in a bus accident.

27. **Risking or Causing a Catastrophe**

A person who causes a catastrophe by explosion, fire, flood, avalanche, collapse of building, release of poison gas, radioactive material or other harmful or destructive force or substance, or by any other means of causing potentially widespread injury or damage, including selling, dealing or transporting hazardous materials shall be subject to referral to the superintendent for expulsion proceedings and/or referral to the police for legal action.

28. **Terroristic Threats/Acts**

Any student who is involved in an activity that poses a serious threat to the members of the student body, school district personnel, or guests shall be subject to referral to the superintendent for expulsion proceedings and/or referral to the police for legal action.

29. **Taking video or photographs** of school campus activities, students, or personnel is prohibited unless authorized by school administration or appointed designee. Offenders will be subjected to police notification as well as the following disciplinary consequences:

30. **Disciplinary problems** of a serious nature, which are not included in the above will be handled accordingly by administrators and may be referred to the superintendent for expulsion review.

SECONDARY INCIDENTS

If an incident that meets the criteria of an AEDY placement occurs while a student is already placed in an AEDY program, the following must occur:

1. The Superintendent will be notified the day the behavior or incident occurs.
2. Within 10 days: The LEA will complete due process requirements of Informal Hearing procedures (22 Pa Code § 12.8 Hearings), if required, and the Manifestation Determination Review (MDR).
3. The AEDY program will create new presumptive exit dates based on the results of the hearing. The student may remain Achieve Academy while this process is occurring.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

Suspension from one to ten consecutive school days of students with disabilities requires the school district to follow the same procedural due process applicable to non-disabled students. When frequent disciplinary actions add up to more than 10 school days in a school year, such removals may constitute a "pattern." A pattern is indicated when the student's behavior and the length of removal is the same or similar to previous incidents, and the incidents are in close proximity to one another. A pattern of removals of 10 days or less, once they total more than 10 school days, carries the same requirements as a removal of more than 10 consecutive days and is considered a change of placement for the student. If the district proposes a disciplinary exclusion of more than 10 consecutive school days, a manifestation determination meeting shall be held to determine if the behavior was a manifestation of the student's disability. If it is determined that the behavior was a manifestation of the child's disability, the IEP team must conduct a functional behavioral assessment and implement a behavior intervention plan, unless these steps have already been taken, and return the student to the placement from which the child was removed, unless the parent/guardian and district agree to a change in placement. Fifteen (15) or more cumulative days of suspension is considered a change of placement.

If the behavior was determined to not be a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

Any suspension from school of a student with Intellectual Disabilities constitutes a change in educational placement, which prior to implementation requires notice to the parent/guardian of the procedural right to disapprove the suspension and request a due process hearing. The description of the action proposed in the notice should include the suspension dates and the reason for it.

An expulsion is a disciplinary exclusion from school for a period exceeding ten consecutive school days up to and including permanent exclusion. When recommending an expulsion, the school district must offer a parent/guardian the same procedural protections discussed above with regard to suspensions. School personnel may remove a student to an interim alternative educational setting for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child carries or possesses a weapon to or at school, on school premises, or to or at a school function, knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, or inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

DRIVING RULES AND REGULATIONS

AUTOMOBILES

Any student who wishes to operate a motor vehicle on school property must have permission of the principal. Because of limited space, parking is limited to seniors and juniors unless additional space is available at the discretion of the administration. The procedure for acquiring permission will be by the presentation of the following items:

1. Vehicle registration permission form
2. State of registration
3. Vehicle Identification Numbers (VIN)
4. License plate number of the vehicle or vehicles
5. Make, Model and Color
6. Proof of Insurance

All students will display their parking emblems IN THE SIDE WINDOW BEHIND THE DRIVER so they are visible to anyone checking the parking lot.

There is a student parking fee for the school year. Additional automobiles registered by the same student are free of charge.

Unregistered student cars will be towed at the owner's expense. Students whose driving privileges have been revoked and who park on campus will have their cars towed at their expense.

Only after the student has complied with the above will his/her application receive consideration. The following rules must be adhered to:

1. Students operating a motor vehicle equipped with seat belts and who fail to wear the seat belts properly will forfeit their driving privileges to school. Students operating a motor vehicle equipped with seat belts and have passengers in the vehicle are responsible to be sure the passengers properly wear the seat belts. First offense for violating the seat belt rules will result in 30 days suspension of driving privileges; second offense will result in the suspension of driving privileges for the remainder of the school year.
2. The speed limit on school grounds is 10 miles per hour.
3. Students will secure their cars by locking all doors and windows and by removing their keys.
4. Students are not permitted in the parking lot between classes.
5. Students are not to enter their cars during the designated Achieve Academy time of 3:00 pm-6:00 pm except by permission from the Achieve Academy principal or Achieve Academy staff.
6. No vehicle shall leave school grounds before regular dismissal time except by permission of the principal.
7. Truancy, repeated tardiness, or other serious disciplinary breeches will result in automatic suspension of driving privileges.
8. Student drivers are responsible for their own vehicles. They are also responsible for the conduct of the occupants of their vehicles.
9. Students may not smoke in their vehicles while on school grounds.

10. Students may not pick up hitchhikers on the way to or from school.
11. Any student or guest who operates a vehicle on school grounds is subject to school regulations.
12. Any infraction of Pennsylvania driving laws while a student is driving to or from school will result in suspension of driving privileges as stated below.
13. Drivers are not allowed in the areas near the side entrance to the cafeteria or Career-Technical area.
14. Students are to park in the approved designated areas for Achieve Academy (DVMS parking lot).
15. Motor vehicles are not permitted on the lawns or fields at any time.
16. Parking permits/stickers are not transferable to other students.
17. After the third unexcused tardy to school or after the third unexcused early dismissal from school and/or tenth absence from school, driving privilege shall be suspended for a minimum of 30 school days. After the sixth (6th) unexcused early dismissal from school, or after the thirteenth absence from school and/or sixth unexcused tardy to school or after the sixth unexcused early dismissal from school, driving privileges will be terminated for the remainder of the school year.

MOTORCYCLES

1. Each motorcycle must have the proper safety equipment, proper licensing, proper state registration, and pass inspection.
2. Drivers must have insurance for their motorcycles.
3. Each motorcycle must be registered with the office and have a parking sticker for Delaware Valley High School. This includes written parent/guardian permission.
4. Drivers are responsible for their own motorcycles.
5. Motorcycles will be driven to school during the months of September, October, April, May, and June ONLY.
6. Helmets are required for motorcycle drivers and riders.
7. Drivers must not exceed the school Speed Limit of 10 miles per hour.
8. Drivers must not ride their motorcycles on the lawn or field at any time.
9. Motorcycles must be parked in the specific place provided for them.
10. Any student or guest who operates a motorcycle on school grounds is subject to school rules.
11. There shall be no trick riding of any kind.

VIOLATION OF DISTRICT DRIVING RULES

First offense may result in suspension of driving privileges for up to 30 school days.

Second offense may result in suspension of driving privileges for up to 180 school days.

COUNSELING SERVICES

INTRODUCTION

The school social worker is available and willing to discuss the students' questions and concerns with them. If the student wishes to see the school social worker, they may make an appointment by sending a message on Schoology, emailing Dr. Bruno, or asking the teacher to call her from the program. The parents/guardians are also encouraged to consult with Dr. Vivian Bruno, school social worker, by calling (570) 296-4921

Numerous opportunities are provided throughout the school year for parents/guardians and students to take part in conferences and parent trainings.

GRADUATION REQUIREMENTS

The Delaware Valley School District and Pennsylvania Department of Education Graduation Requirements are a minimum of 21 credits. A credit equals one full year course or a combination of two half-year courses. If a student has academic questions, he/she can get an appointment with the school counselor.

The following are credit requirements:

- 4 credits of English passed
- 3 credits of Science passed
- 3 full year Math courses passed
- 4 credits of Social Studies passed of which 1 credit satisfies 1 credit of the Humanities* requirement
- 2 credits of Humanities passed
- 2 credits of Physical Education passed which includes four years of physical education, 3 units of Health and 2 units of Driver's Education,
- 4 credits of electives

Currently students who will be graduating in 2020 must pass the Algebra 1, Biology, and Literature Keystone Exams with a score of proficient or advanced. Students that do not score proficient or advanced on the above-mentioned exams will be required to complete a state mandated project based assessment for each failed test, as prescribed by the Department of Education.

*(Humanities Requirement - satisfied via passing Band, Art, Family and Consumer Sciences, or World Languages).

Students in **Achieve Academy** will continue to stay on track with meeting graduation requirements if they complete assignments and pass courses that are on their schedule in AEDY.

PROMOTION AND IMPORTANT DATES

- Grade 9 Students:** Students who fail two major subjects and/or fail to achieve five credits in Grade 9 will not be promoted to Grade 10
- Grade 10 Students:** Students who fail two major subjects and/or fail to achieve 10 credits in Grade 10 will not be promoted to Grade 11
- Grade 11 Students:** To be promoted to Grade 12, 15 credits must have been earned. Students that have not accumulated 15 credits by the start of their 4th year in high school will not be permitted to participate in senior privileges such as Prom, Senior Pictures and the Senior Barbeque, be alert for PSAT/NMSQT testing dates in October and College Board SAT tests given in the spring. If a student has 14 credits and is passing all 7 classes at the end of the 3rd Quarter, he or she can apply for reconsideration of senior privileges.
- Grade 12 Students:** Make sure that you are aware of the College Board test dates. DO NOT SEND your college applications to colleges without processing them through the guidance office.

In addition to the completion of 21 credits, all students must demonstrate the achievement of the academic standards in the following areas:

1. Arts and Humanities
2. Career Education and Work
3. Civics and Government
4. Economics
5. Environment and Ecology
6. Family and Consumer Science
7. Geography
8. Health, Safety and Physical Education
9. History
10. Mathematics
11. Reading, Writing, Speaking & Listening
12. Science and Technology

STUDENT ASSISTANCE PROGRAM (SAP)

A Student Assistance Program (SAP) is a systematic process that makes it possible for school personnel to determine which students are having problems and refer them for help. The center of the program is a Student Assistance Team, a core group of school personnel specially trained to work with these students.

The Delaware Valley High School Student Assistance Program (SAP) is a way to identify high risk students who are having school-related problems of alcohol and drug use or who are at risk of suicide or experiencing other mental health problems. It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not a treatment program.

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.

WITHDRAWAL

The school should be notified at least two days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions for completing it. All textbooks, library books, materials, equipment, and fines must be cleared before a student transfers his/her record to another school.

WORKING PAPERS

There are state laws to protect young workers against too long hours, heavy work, dangerous machines, or processes which might lead to serious accidents or be injurious to health. Employers must meet certain conditions in order to hire young workers. They must keep in their files working papers of all boys and girls under 18 whom they employ. For this reason, students under 18 must have working papers.

Both offices can provide full information and supply application forms for obtaining these papers. Administrators may deny a request to sign working papers if a student is not in good academic standing.

HEALTH SERVICES

INTRODUCTION

The school is an educational institution and cannot maintain facilities for the care of the sick and injured. Students who are ill should seek proper medical attention and/or remain at home. In the event of a serious injury or illness, every attempt will be made to contact a parent or guardian. If deemed necessary by the school nurse, an ambulance will be summoned to transport the student to the nearest hospital. **It is essential that every student has a current Emergency form on file so that appropriate contacts may be made.**

HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

1. A full-time nurse is available for emergency and non-emergency healthcare.
2. Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school because of illness or injury.
3. Illnesses or injuries that occur during Achieve Academy should be reported by the student immediately to their teacher or to the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.
5. The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School code section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon written request of a parent or guardian.
6. Students are encouraged to consult with the school nurse about health concerns and interests.

MEDICATION

The policy of the Delaware Valley School District does not permit the school nurse to dispense medication of any kind without proper authorization from a physician and consent of the parent/guardian, including over-the-counter medication such as aspirin and cough medicine. Steroid use by athletes is prohibited. All medication must be brought to school in the pharmacy or doctor's container labeled with the student's name, medication, dosage and time of administration. Students are NEVER allowed to carry medication or look-alike medication of any kind unless they are transporting the medication to the school nurse with the required doctor's order and parent's/guardian's permission. Students must report to the school nurse with the medication immediately upon entering the building. Any medication classified as a controlled substance must be delivered to the school nurse by a parent/guardian. Students may be permitted to possess asthma inhalers and epinephrine injectable and to self-administer the prescribed medication when their parent/guardian and physician have completed the appropriate medication form. See the school nurse for the appropriate "Authorization for Medication During School Hours" form. Refer to Delaware Valley School Board Policy # 210 Use of Medication.

PROCEDURE FOR PUBLIC COMPLAINTS (See Appendix for AEDY Complaint Form)

Any student, parent/guardian, resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, the program or the operations of the district. 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 there is a complaint dealing with a staff member or program, please adhere to the following steps:

1. Try to resolve the issue informally through discussion with the staff member directly involved.
2. If this discussion fails to resolve the matter, discuss the matter with the building principal or staff member's supervisor.
3. The principal will make the superintendent or designee aware of unresolved issues and further discussion can be held with the superintendent or designee.
4. Should the matter remain unresolved, the issue can be reviewed by the Board or a committee of the Board.

SAFETY

BUILDING EVACUATION PROCEDURES

1. If evacuation must take place, notice will be given via the intercom, or the distinct sounding of the fire alarm.
2. All students and teachers should report outside to the DVMS parking lot as quickly and quietly as possible.
3. Teachers take roll and call **Achieve Academy** principal and/or School Police Officer to report missing students and obtain further direction.
4. The nurse will be centrally located with emergency forms.
5. Students will remain with class groups. NO ONE WILL LEAVE THE AREA WITHOUT TEACHER PERMISSION. Permission to leave will be granted in a dire emergency only.
6. **In the event of a building emergency please refer to the "All Hazards Tool Kit."**

COMMUNICATION CENTER EMERGENCY NUMBER

911

VIDEO SURVEILLANCE

The middle/high school is equipped with video surveillance technology. This technology is used to promote a safe learning environment internal and external to the building on the campus.

SCHOOL SERVICES

METAL DETECTORS

A safe and secure school environment is in everyone's best interest. Therefore, students, at unannounced times, shall be randomly selected to walk through a metal detector. Also, other items such as bookbags may be sent through a metal detector. Students in possession of unlawful or illegal items shall be subject to disciplinary procedures in accordance with the student discipline code. This will include the student's disciplinary history, and the police may be notified. Refusal to submit to a metal detector shall be deemed insubordination with its resulting consequences. Also, refusal to submit to a metal detector will be just cause for a search of the student, the student's possessions, and the student's locker. Again, the police may be notified.

PA HOMELESS CHILDREN'S INITIATIVE (MCKINNEY-VENTO ACT)

The 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 link below for important information regarding Pennsylvania's Homeless Children Initiative (McKinney-Vento Act): <https://homeless.center-school.org/>

If you believe you may be eligible, please contact the Delaware Valley School Districts Homeless Liaison or your school counselor to find out what services and supports may be available.

DVSD Homeless/Foster Care Liaison office: 570-296-1827

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. The School Police Officers will also conduct mediations with student(s) to help solve any issues.

TRANSPORTATION

BUS

Students will be provided with bus transportation to and from school. Due to safety reasons, if a student will not be taking the bus to or from school, the parent/guardian will need to contact the principal at 570-409-2036 or dbixby@dvsd.org. If the program has not been contacted, student will be required to take the bus home from Achieve Academy.

BICYCLES

Due to the danger of bicycle riding on the highways around the high school, bicycle riding is not allowed either to or from school.

2024-2025 Student Handbook Signature Page

I have reviewed and agree to follow the expectations in the Delaware Valley Achieve Academy Student/Family

handbook for the 2024-2025 school year on _____.
Date

Student name

Student signature

Parent/guardian name

Parent/guardian signature

APPENDICES

AHERA Annual Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every year, the Delaware Valley School District conducts a re-inspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. The Delaware Valley School District developed a plan, as required, which has been continually updated.

It is the intention of the district to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan during regular business hours by contacting the Director of Support Services.

ANNUAL PUBLIC NOTICE of SPECIAL EDUCATION

Notice to Parents/Guardians of Children Who Reside in the Delaware Valley School District

Special Education (Chapter 14): The Delaware Valley School District, either directly or through various other education agencies including Colonial Intermediate Unit #20, provides special education services which may be required by children with special needs. In compliance with state and federal law, notice is hereby given by the Delaware Valley School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students).

If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf-Blindness
3. Emotional Disturbance
4. Hearing Impairment, including Deafness
5. Intellectual Disabilities
6. Multiple Disabilities
7. Orthopedic Impairment
8. Other Health Impairment
9. Specific Learning Disability
10. Speech or Language Impairment
11. Traumatic Brain Injury
12. Visual Impairment, including Blindness

Evaluation Process: The Delaware Valley School District has a procedure in place by which parents/guardians can request an evaluation. If you believe that your school-age child may be in need of special education services and related programs, you may request screening and evaluation at any time whether or not your child is enrolled in the district's public-school program. Child Find federal regulations also apply to highly mobile children, including migrant children. Requests for evaluation and screening are to be made in writing to the School Counselor at the building your child attends or would attend if enrolled in the district.

Consent: School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents/guardians. For additional information related to consent, please refer to the *Procedural Safeguards Notice* which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process.

Program Development: Once the evaluation process is completed, a team of qualified professionals and parents/guardians determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, a Notice of Recommended Educational Placement (NOREP)/Prior Written Notice is issued. Written consent is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

Preschool Children with Special Needs (Age 3 to School Age): Parents/guardians whose child has a developmental delay or one or more conditions as listed in the Special Education (Chapter 14) Notice above, and/or who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself, should contact Colonial Intermediate Unit #20 (CIU #20) at 610-252-5550, which offers *Early Intervention*, a preschool program for children with special needs. CIU #20 can provide information, screening, evaluation, programs, therapy, parent/guardian support, and referral to community agencies at no cost to the parent/guardian. For further information, call CIU #20 at 610-252-5550.

Protected Handicapped Students (Chapter 15): In compliance with state and federal law, the Delaware Valley School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Gifted Education (Chapter 16): The Delaware Valley School District provides gifted education services to school-age students identified as gifted who require these services to reach their potential. In compliance with state and federal law, notice is hereby given by the Delaware Valley School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of gifted education services. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your school-age child may be in need of gifted education services, you may request screening and evaluation at any time, whether or not your child is enrolled in the school district's public school program. Requests for evaluation and screening are to be made in writing to the School Counselor at the building your child attends.

CONFIDENTIALITY: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The school district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. Parents/Guardians have the right to see and obtain a copy of their child's records. Personally identifiable information relative to an exceptional student will only be released with the permission of the parent/guardian and/or in accordance with the *Family Education Rights and Privacy Act* (FERPA) and the Pennsylvania Rules, Regulations, and Standards.

For further information regarding the content of this notice, you may contact in writing or by telephone, Director of Special Education for the Delaware Valley School District, at (570) 296-1810, or any building principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents/Guardians or eligible students who wish to ask the school to amend a record should submit to the school principal a written request that clearly identifies the record or part of the record they want changed and specify why they feel it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One (1) exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, (such as, but not limited to an attorney, auditor, medical consultant, or therapist, or a cloud based services provider); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is: (a) presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or (b) necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The district is permitted by law to disclose appropriately designated "directory information" without obtaining the prior written consent of the parent/guardian or eligible student unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with the following information on its junior and senior class students—names, addresses and telephone listings—unless parents/guardians have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district, in writing, prior to the start of the school year. The school district has designated the following information as directory information:

1. The student's name, address, listed telephone number, date, and place of birth.
2. Student's email address.
3. Program or major field of study.
4. Dates of attendance.
5. Participation in officially recognized school activities and sports.
6. Weight and height of members of athletic teams.
7. Placement on the honor roll.
8. Certificates and awards received.
9. The most recent previous educational agency or institution attended by the student.
10. Grade level.
11. Enrollment status.
12. Photograph/School Picture.

Questions regarding this notice or your rights under FERPA should be directed to the building principal.

DELAWARE VALLEY SCHOOL DISTRICT
www.dvsd.org

Online Resources Permission Letter

Dear Parents/Guardians:

This school year DVSD students may be asked to use online resources in support of classroom learning activities. One example that students in grades K-12 may use is Google Apps for Education (GAFE). GAFE is a set of online tools for communication, collaboration and document storage. Provided by Google to the District at no cost, these tools include:

- GoogleDocs: a word processing, spreadsheet, presentation, and drawing program
- Google Drive: storage space for files to be accessed anywhere, on the internet, on a hard drive, etc.

As Google continues to add new tools to its applications, the district will evaluate each for its educational potential.

In addition, classroom teachers are beginning to utilize online tools for textbook supplements, presentations, digital story-telling, and various other school projects. Some examples of online education tools used in the District are Pearson Successnet, Follett/Destiny and EdModo. All of these tools are housed on the Internet and may be accessed from an internet-connected computer, any time of day, with a relatively recent web-browser. No special software is required.

Our primary reasons for introducing these tools to students are:

- To provide our students practice using current technology applications and tools
- To give students the ability to work on common tools across the District for their own documents both at school and outside of school
- To facilitate "paperless" transfer of work between students and teachers
- To promote collaborative work among students for project creation and publishing documents for an audience

Considering that GAFE will use cloud services and apps, the District would like you to know that, in addition to the District's Acceptable Use Policy (#815), it has enacted two new policies: (1) *the Privacy and Security of Student Electronic and Digital Information Policy* (#820), and (2) *the Cloud Computing Policy* (#821). Please review these policies, which can be found on the District's web site at: www.dvsd.org.

Using online tools responsibly is an important part of the learning experience for our students. To help ensure the safety of our students and foster responsible online behavior, teachers and librarians will be reviewing our District's Acceptable Use Policy and Internet safety guidelines when they introduce online tools to students.

Your signature, in receipt of the student handbook, provides authorization for your child to use online tools in support of learning activities that are aligned to our curricula and lessons.

Please contact your child's teacher/building principal if you have questions about your child's use of online educational resources.

Every Child Succeeds Act (ESSA)
Federal Programs Complaint Procedures

The Delaware Valley School District, in accordance with every Child Succeeds Act, 2015 (formerly the Elementary and Secondary Education Act commonly referred to as No Child Left Behind Act of 2001) is hereby notifying parents/guardians of their rights to receive information regarding:

- student performance
- individual school performance
- district performance
- teacher/staff qualifications

The District/School performance profiles which include aggregate information including student achievement, graduation rates, and school performance are posted on the Delaware Valley website and updated annually.

Individual student assessment reports on the PSSAs and Keystone exams are mailed or sent home to families each fall and student scores are printed on the student report cards. The assessment score reports provide parents/guardians with a detailed record of student achievement on state academic standards.

Each fall a public presentation of our District assessment results are presented at a public meeting and the School Report Card results are published on the District (www.dvds.org) and the State website (www.paschoolperformance.org/). If a school has been identified as a "priority" or "focus" school, parents/guardians will receive individual notification via mail. This parent/guardian notification will provide notice to parents/guardians on how to access supplemental aids/services through our schools/community.

Parent/Guardian Involvement – Parents/Guardians are encouraged to participate in the education of their children.

- District Parental Involvement and Title I Parental Involvement Policies are reviewed annually each spring.
- Policy and Educational Program input is sought each fall during our Title I Parent/Guardian meetings and throughout the year during PTA meetings.
- During the fall Title I/ELL parent/guardian meetings families are provided with an overview of our Title I/ELL programs. Suggestions for assisting the child throughout the school year are reviewed with parents/guardians.

Faculty Qualifications - All teachers and instructional assistants employed by the Delaware Valley School District meet or exceed the Federal requirements for highly qualified. Parents/guardians have the right to know the qualification/certification status of each teacher and instructional assistant who work within our Title I schools. Parents/guardians may contact the individual building principals to verify qualification status for these employees.

Any questions regarding this annual notice or parent/guardian input regarding Federal Programs may be directed to your child's building principal or the Delaware Valley School District Federal Programs Coordinator, 570-296-1827.

Appendix F

Dear (Complainant):

Thank you for contacting the Delaware Valley School District and providing us with the opportunity to assist you in this matter. The following is a process designed to address complaints and concerns regarding any aspect of Achieve Academy, our Alternative Education for Disruptive Youth (AEDY) program, including placement and exiting decisions, the quality of academic instruction, the provision or omission of language assistance services, and services to students with disabilities to include reasonable modifications. This process is referred to as the "AEDY Complaint Process" throughout this document.

Individuals having complaints and concerns regarding AEDY are required to seek resolution via the relevant School District¹ rather than elevating concerns to the Pennsylvania Department of Education (PDE) in the first instance. The filing of a complaint via the AEDY Complaint Process does not limit any other rights or remedies under federal and state law. This means, for example, that a parent may still file a separate due process complaint concerning his or her child's Individualized Education Program ("IEP") as provided pursuant to the Individuals with Disabilities Education Act ("IDEA").

School districts will ensure that parents and students who are limited in (or have no) English proficiency (known as Limited English Proficiency or "LEP") are provided translation and interpretation services to participate in the AEDY Complaint Process. If you need translation and interpretation services to access this document or the AEDY Complaint Process, please contact your students' home school.

Filing an AEDY Complaint with the School District

Any individual or organization may submit a written complaint using the attached AEDY Complaint Form. The form must be completed and sent to the relevant School District.

The complaint must include:

- (1) the facts on which the statement is based;
- (2) all relevant documents and supporting information;
- (3) a proposed resolution to the problem to the extent known and available to the complainant at the time the complaint is filed; and
- (4) the contact information for the complainant.

All relevant documents must be forwarded to the Delaware Valley Middle School, at 258 Rt. 6 & 209, Milford, PA 18337, or faxed to 570-296-3162, or emailed to dbixby@dvdsd.org.

Failure to provide all of the information in the AEDY Complaint Form will not result in the complaint being dismissed. LEAs will work with complainants to ensure that the requested information is as complete as possible.

The Staff Member in charge of this process shall be impartial and the School District will ensure that the Staff Member handling the investigation is not the subject of the complaint. The Staff Member in charge of this process may interview any individual who is said to have knowledge of the allegations. As part of the investigation, the Staff Member may require the AEDY Program and/or School District to respond to the allegations and may contact the complainant. The Staff Member may consider any relevant evidence as part of the investigation and outcome.

If the Staff Member concludes an investigation and makes a finding of compliance, the Staff Member will notify the complainant and the School District and take no further action. If the complainant is not satisfied with the decision, the Staff Member may provide the State AEDY Complaint Process information to the complainant. If the Staff Member concludes an investigation and makes a finding of non-compliance, the Staff Member will notify the complainant, the School District as applicable and direct corrective action to address the noncompliance.

The Staff Member will make a good faith effort to perform the actions outlined above in accordance with the following timeline: (1) investigate within 30 days of a determination that an investigation is appropriate, and (2) determine compliance or noncompliance within 30 days of the conclusion of an investigation. Depending upon the nature of the allegations and the investigation, the Staff Member may take additional time for these steps and will notify the complainant if additional time is needed. Regardless of the aforementioned timelines, the Staff Member will expedite its investigation and corrective action for allegations involving the health, safety and welfare of students or for other good cause shown.

The Staff Member will review the actions taken to address any noncompliance. If the Staff Member determines that the School District addressed the noncompliance, the matter will be closed. If the Staff Member determines that the School District failed to address the noncompliance, the Staff Member will report to a School District Administrator for appropriate enforcement action.

The Staff Member will acknowledge receipt of complaints. To determine the status of a complaint, please feel free to contact Dr. Diana Bixby at 570-296-1862. If the complainant disagrees with the School District's conclusions, he or she may file a complaint with PDE.

¹ While the term "school district" is used throughout, this document pertains to charter schools as well as school districts placing students in AEDY Programs.

Delaware Valley School District

LOCAL AEDY COMPLAINT FORM

DELAWARE VALLEY SCHOOL DISTRICT

You may make copies of this form, use additional paper, or call the Delaware Valley Middle School at 570-296-1810 for additional copies. You may also attach copies of relevant documents to this form.

My preferred method of contact is:

By phone (please provide number):

Best time during normal business hours to call:

By email (please provide email address):

In person at a public facility during normal business hours. The location would probably be a school or Intermediate Unit building to permit duplication of documents.

Are you filing this complaint on behalf of a specific child? Yes No

Name of Child:

Child's Date of Birth:

Address of Child:

COMPLAINANT INFORMATION

Name:

Address:

Phone Number:

Home:

Work:

Cell:

E-mail:

Relationship to child or children:

Parent Attorney Advocate Other

SCHOOL/PROGRAM INFORMATION

Child's school:

Child's AEDY Program (please include even if the child has not yet attended the program and has only been referred to attend):

Is the child currently in school? Yes No

If so, where is the child's current program:

School Building:

School District:

Charter School:

Private Provider:

Complete *only* if this Complaint is filed on behalf of a homeless child or youth.

Contact Person:

Telephone:

COMPLAINT INFORMATION

On or about what date did the violation occur?

Date:

To clarify my allegations, I would like the School District to interview the following person(s). (Optional)

Name	Occupation/Title	Phone Number/E-Mail Address

Provide a statement about the violation or issue, which you believe has occurred. Please include a description of the problem.

List the facts that support your statement.

What, if any, is your proposed solution to this problem?

Please return the form to:

Dr. Diana Bixby
Delaware Valley Middle School
258 Rt. 6 & 209
Milford, PA 18337

cc: In-house DVSD AEDY Program

Appendix H

Expectations DV 5	Classroom	Hallways	Bathroom	Bus/Parking Lot	Cafeteria	Remote
Be Respectful	<ul style="list-style-type: none"> -Think before you speak -use pro-social language to ask for help -Wait patiently for help -speak kindly to others -listen to teachers and peers when they are speaking -protect school property 	<ul style="list-style-type: none"> - Walk in the direction of hallway traffic -Keep the hallways neat and clean -Use pro-social language to greet peers and staff 	<ul style="list-style-type: none"> -One person in a stall at a time -Allow the privacy of others -Wait patiently for your turn 	<ul style="list-style-type: none"> -Use appropriate volume for bus -Park in appropriate spots -use appropriate language 	<ul style="list-style-type: none"> -Use appropriate language -use appropriate volume - Clean up your spot when you leave 	<ul style="list-style-type: none"> -Think before you speak or type -use pro-social language to ask for help -Wait patiently for help
Be Responsible	<ul style="list-style-type: none"> -Try your best -Ask for help when needed -Complete your assignments -Use an agenda to track schedules and assignments -remain on task 	<ul style="list-style-type: none"> -Keep personal possessions with you at all times -Use an indoor voice -Have a pass from a teacher 	<ul style="list-style-type: none"> -Wash Hands -Throw away trash in a garbage receptacle. -Have a lav pass -take your belongings with you when you leave 	<ul style="list-style-type: none"> -stand at designated spot at bus stop - Sit in assigned seat -Be alert near roads or in parking lot -obey traffic laws 	<ul style="list-style-type: none"> - Be careful with your belongings - if you make a mess, clean it up 	<ul style="list-style-type: none"> - Prepare devices - Ask for help when needed -Mute yourself until ready to share -observe and participate in discussions -close internet tabs not relevant to instruction -remain on task -Avoid inappropriate sites.
Be On Time and Ready	<ul style="list-style-type: none"> -Report promptly to the classroom upon arrival -Bring pen/pencil 	<ul style="list-style-type: none"> -walk directly to and from locations - Carry all necessary materials with you 	<ul style="list-style-type: none"> -limit time in the restroom 	<ul style="list-style-type: none"> -Arrive to bus stop on time -Arrive to assigned building on time 	<ul style="list-style-type: none"> -Have your belongings ready to go 	<ul style="list-style-type: none"> -Sign in before the start of class -Have a copy of class schedule or agenda

	-Have required class materials					-Charge devices -minimize distractions
Keep hands and feet to self	-only touch your belongings -avoid physical contact with others -show respect to school property	- Look at the hall decorations with your eyes -Only touch your belongings	-Maintain clean walls and stalls -report vandalism	-Only touch your belongings on the bus	-Only touch your belongings	-only touch your device -only touch your belongings -avoid physical contact with others
Follow Directions	-Listen when teachers are speaking -Ask questions if you are not sure what to do.	-Listen to a teacher when addressed in the hallway -Have a signed pass	-return to class promptly	-listen to the bus driver -listen to the parking lot safety staff	-Listen to cafeteria monitoring staff -leave cafeteria promptly when directed	-Listen when teachers are speaking -Ask questions if you are not sure what to do.



ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH (AEDY)

Information for Parents & Families

WHAT IS AN AEDY PROGRAM?

An AEDY Program is a program approved by the Pennsylvania Department of Education (PDE) to provide a temporary placement for disruptive students in grades 6 through 12. Students placed in an AEDY Program continue to make academic progress towards graduation and work to remedy disruptive behavior through counseling and other behavioral interventions. AEDY placements are used only as a last resort, after all other behavioral interventions have failed to remedy the student's disruptive behavior(s).



BEFORE PLACEMENT IN AEDY

Before placement in an AEDY Program, the student must be provided an informal hearing in accordance with 22 Pa. Code § 12.8(c). The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being disciplined and to determine whether or not the student should be disciplined.

The following requirements must be observed and documented through the AEDY Student Referral Process:

- Notification of the specific reasons for the removal from the regular education setting must be provided in writing to the parents or guardians and the student; sufficient notice of the time and place of the informal hearing must be given;
- A student has the right to question any witnesses present at the hearing;
- A student has the right to speak to and produce witnesses on his or her own behalf; and
- The school entity shall offer to hold the informal hearing prior to placement in the AEDY Program. If the student's presence in the regular education setting poses a continuing danger to persons or property or provides an ongoing disruption of the academic process, immediate placement in the approved AEDY program may occur with the informal hearing to follow. The exception is generally discouraged and should be limited only to the most serious, ongoing infractions.

How does AEDY work?

ENTERING AEDY	IN THE PROGRAM	EXITING AEDY
<p>Placement Criteria</p> <ol style="list-style-type: none"> 1. Disregard for school authority, including persistent violation of school policy and rules; 2. Display of or use of controlled substances on school property or during school-affiliated activities; 3. Violent or threatening behavior on school property or during school-affiliated activities; 4. Possession of a weapon on school property, as defined under 18 Pa. C.S. § 912 (relating to possession of weapon on school property); 5. Commission of a criminal act on school property or during school-affiliated activities; 6. Misconduct that would merit suspension or expulsion under school policy. 	<p>AEDY Programs may only be used when all other established methods of intervention and/or discipline have been exhausted.</p> <p>Programs provide a temporary removal for students in grades 6 to 12.</p> <p>Students must receive:</p> <ul style="list-style-type: none"> • 990 hours of instruction • 2.5 counseling hours weekly • Behavior assessment within 5 days • A formal periodic review which outlines individual goals for the student • Course credits • Options for elective courses 	<p>Students exit AEDY Programs when their behavioral goals are met.</p> <p>During the formal periodic review meeting, a transition/exit plan is created that explains the length of the transition period and the supports that will be provided for the student throughout the transition process.</p>

