

GARNET VALLEY SCHOOL DISTRICT STUDENT RECORDS PROCEDURAL/DISCIPLINE MANUAL 2017-2018

The Board of School Directors of Garnet Valley School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the board and for the safe and orderly operation of the school district.

The policies and local board procedures adopted by the board are intended to establish the general and overall rules with which the day-to-day operations of the school district are to be governed. All members of the Garnet Valley School District community shall be expected to comply with board policy and procedure, subject to the limitations established in this policy.

The Board of School Directors shall be known officially as the “Board of School Directors of Garnet Valley School District”. Hereinafter, sometimes referred to as the “Board.”

Garnet Valley School District is comprised of all lands that lie within the municipal boundaries of Bethel Township, Concord Township, and Chester Heights Borough.

Garnet Valley School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth of Pennsylvania.

**Selected Board Policies are referenced in this publication but are not printed in full. Full policies may be viewed at <http://www.garnetvalleyschools.com>. Some of these policies may be under review by the Garnet Valley Board Policy Committee or the Pennsylvania School Board Association. Where there is an actual or perceived discrepancy between this Manual and Board Policy, Board Policy will control.*

Legal copies of all GVSD Policies are available at the Garnet Valley Education Center in the Superintendent's office. Policies may also be viewed on the GVSD website www.garnetvalley.org

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STUDENT CODE OF CONDUCT

High levels of organization and discipline are necessary for a school to fulfill its primary goal of education. Students are encouraged to assume responsibility for their own behavior. Each student's rights, as well as those who participate in and conduct the instructional program, must be respected.

Discipline, the recognition of one's responsibility to function within the school community in a socially acceptable manner, is best when self-imposed. While most students possess the maturity to be self-disciplined, some do not. Therefore, guidelines in the form of regulations and disciplinary responses have been formulated to promote student discipline. These guidelines delineate rights and responsibilities for students, parents/guardians, teachers, staff and administrators. In applying the Student Code of Conduct, firmness, fairness, and consistency are essential.

The rights of all members of the school community will be respected.



GARNET VALLEY SCHOOL BOARD OF DIRECTORS

Ms. Rosemary Fiumara	Board President
Ms. Tracy Karwoski	Board Vice President, Education Committee Chair
Mr. Bob Anderson	Board Member
Mary Kay Beirne	Board Member
Mr. Gregory Chestnut	Board Member, Policy Committee Chair
Ms. Maria Deysher	Board Member
Mr. Robert Hayes	Board Member
Mr. Richard Jones	Board Member, Finance Committee Chair
Mr. Scott Mayer	Board Member, Facility Chair

DISTRICT ADMINISTRATORS AND SUPERVISORS

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Ms. Patricia Dunn	Assistant Superintendent
Dr. Vincent Citarelli	Assistant Superintendent of Human Resources
Mr. Christopher Wilson	Director of Business & Support Services
Mr. Daniel McCoy	Assistant Business Manager
Ms. Beverly J. Smith	Director of Special Education
Ms. Barbara Shaw	Assistant Director of Special Education
Ms. Sonya Korinth	Assistant Director of Special Education
Mr. Samuel Mormando	Director of Technology
Mr. T. Bruce Craig	Director of Operations
Ms. Judy Bradley	Database Coordinator
Ms. Christine Jones	Management Information Systems Coordinator
Ms. Loraine Bytheway	Transportation Supervisor
Ms. Lauren Blong	School Psychologist
Dr. Emily Edelson	School Psychologist
Ms. Kerri Flatau	School Psychologist
Ms. Jessica Meers	School Psychologist
Dr. Jaclyn Kanrich	School Psychologist
Mr. Anthony Gabriele	Curriculum Supervisor
Mr. David Vapniarek	Curriculum Supervisor
Mr. Larry Ward	Network Administrator

BUILDING PRINCIPALS AND ASSISTANTS

Mr. Stephen Brandt	Garnet Valley High School Principal
Dr. Joseph Kingsborough	Garnet Valley High School Assistant Principal
Dr. Gregory Hilden	Garnet Valley High School Assistant Principal
Ms. Jessica Knier	Garnet Valley High School Assistant Principal
Mr. Seth Brunner	Director of Athletics
Ms. Lisa Stenz	Garnet Valley Middle School Principal
Mr. Adam Penning	Garnet Valley Middle School Assistant Principal
Ms. Dawn J. Papa	Garnet Valley Middle School Assistant Principal
Dr. Jason Kotch	Garnet Valley Elementary School Principal
Ms. Caitlin Jones	Garnet Valley Elementary School Assistant Principal
Mr. Steven Piasecki	Bethel Springs Elementary School Principal
Ms. Tara Allen	Bethel Springs Elementary School Assistant Principal
Ms. Vanessa Stroup	Concord Elementary School Principal
Mr. Andrew Smith	Concord Elementary School Assistant Principal

SIGN-OFF SHEETS

Elementary families receive a sign-off packet on the first day of school. Sign off sheets must be returned to school within two days.

Middle School and High School students receive their sign-off packets at school. Each student must return the completed packet to school within 2 days.

Available at each school are:

- Motor Vehicle Waiver Forms
- Student Recruitment Forms
- Medication Permission Forms
- Unlawful Harassment Forms

RIGHTS AND RESPONSIBILITIES FOR STUDENTS

STUDENTS

Interaction patterns among members of the school community are affected by the rights and responsibilities of each person. More than a preparation for life, school is an integral part of a young person's life. As members of the school community, students have the right to expect certain actions from others and the responsibility to exhibit certain behavior toward others.

Garnet Valley recognizes that students have the right to:

- Inquire, question, exchange ideas, and express themselves in a reasonable and mannerly way
- Receive due process
- Have freedom of association
- Be granted freedom of peaceful assembly and petition
- Form and participate in a student government
- Be granted freedom from discrimination
- Obtain an equal education opportunity.

Each right has accompanying student responsibilities: (Refer to *Policy #235*)

- 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.
- To respect the rights of teachers, students, administrators, and all others who are involved in

the educational process and to not interfere with the education of fellow students.

- Ideas and opinions must be expressed in a respectful manner so as not to offend or slander others.

Each student has the responsibility to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom themselves to meet fair standards of safety and health, and not cause substantial disruption to the educational processes.
- Assume that, until a rule is waived, altered or repealed, it is in full effect.
- Assist the school staff in operating a safe school for all.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and be on time for all classes and other functions.
- Make necessary arrangements for make-up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Refrain from public displays of affection

RIGHTS AND RESPONSIBILITIES FOR PARENTS

PARENTS/GUARDIANS

Your participation in your child's education is critical. Rights and responsibilities of a district parent include:

A parent has a right to:

- High quality education for the student
- A positive relationship between school and home
- Fair treatment for the student in all matters
- Expect that meaningful assignments will be assigned

- Communication concerning the student's progress

A parent has the responsibility to:

- Ensure that the student attends school regularly, on time, & has the necessary educational materials
- Foster a positive attitude between school and home
- Understand and support the school's rules and expectations
- Provide a suitable atmosphere, adequate time, and homework help
- Attend parent-teacher conferences
- Initiate dialogue with the school when necessary
- Foster a sense of self-discipline in the student

RIGHTS AND RESPONSIBILITIES FOR TEACHERS

TEACHERS

Each teacher plays a key role in the education of young people. To function properly in this role, the following rights and responsibilities must be upheld:

A teacher has a right to:

- Expect respect from students, parents, and administrators
- Assume support of administrators, parents, and students concerning disciplinary issues
- Receive materials and supplies needed to provide a quality educational program
- Communicate with parents and administrators
- Expect students to complete all assignments and be prepared for class

A teacher has the responsibility to:

- Promote an atmosphere of mutual respect with students, parents, and administrators
- Support and abide by the school's disciplinary procedures
- Communicate with students, parents, and administrators as needed
- Utilize and care for materials and supplies
- Maintain accurate records of student achievement and progress

RIGHTS AND RESPONSIBILITIES FOR ADMINISTRATORS

PRINCIPAL/ASSISTANT PRINCIPAL

In order to bring about positive student behavior, it is important that the building principal/assistant principal receives cooperation from the entire school community. Certain rights and responsibilities are inherent in the process

The building principal / assistant principal have a right to:

- Expect students to be aware of and obey all school rules and regulations
- Have the faculty and staff know and apply the Student Code of Conduct
- Have parents be aware of and support the school rules and regulations
- Implement necessary regulations at any time.

The building principal / assistant principal have the responsibility to:

- Develop a sound and healthy atmosphere of mutual respect within the school
- Comply with state laws governing hearings, suspension, student rights, and compulsory school attendance laws
- Publish, distribute, and review rules and regulations with students at the opening of each school year
- Keep accurate records concerning student misconduct and apply the Student Code of Conduct fairly, firmly, and consistently.

SUPERINTENDENT AND SCHOOL DIRECTORS

The function of these school district leaders is to approve and fund instructional programs and the total educational experience. Therefore, certain rights and responsibilities are expected:

The Superintendent and school directors have a right to:

- Assume that educational resources will be used wisely and judiciously
- Expect district rules/regulations concerning student conduct will be applied and enforced

The Superintendent and school directors have the responsibility to:

- Provide materials adequate for a quality educational program
- Adopt policies and regulations to support an environment conducive to academic performance and good teaching.

RIGHTS AND RESPONSIBILITIES

The Garnet Valley School Board has the authority to make reasonable and necessary rules governing the conduct of students in school as provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals and Principals over Pupils. “Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required traveling to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them” (*Amended July 25, 1963, P.L.315*).

Teachers have the responsibility to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational programs.

Each principal is authorized by statute to suspend students if there is disobedience or misconduct. School District rules and regulations shall be published and reviewed with students at the opening of each school year and shall be posted in prominent locations throughout each school. Additional copies will be made available to students and parents/guardians upon request. District policies are also posted on the GVSD website www.garnetvalley.org

At the teacher’s discretion a student may be sent to an appropriate administrator. It is the responsibility of that teacher to notify parents/guardians of the reason for the action.

Teachers and School Administrators shall administer discipline within the guidelines of the Pennsylvania School Code and Pennsylvania Code, “Regulations and Guidelines of Student Rights and Responsibilities” adopted by the State Board of Education in September, 1974, and other specific policies relating to student behavior and discipline as adopted from time to time by the Board of School Directors.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the School Board has approved this Student Records Procedural Manual for the District’s schools.

The intent of this manual is to provide students with a definition of the limits of acceptable behavior, and to guide School Administrators in their disciplinary responsibilities. **The manual shall be interpreted by the principals and their designees in a manner that they deem just, given the circumstances of each individual case.** Additionally, students must understand that administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered in this manual.

The implementation of the Student Code of Conduct rests with all levels of the management/administrative/instructional team and is an area that should be considered in performance evaluation.

RESPECTING MEMBERS OF THE SCHOOL COMMUNITY

A fundamental premise of the Garnet Valley School District is that students will show tolerance to all members of the school community. All students have the right to be free of sexual, racial, cultural, or religious intimidation through word, gesture, or deed. Students who violate this premise will be subject to the disciplinary action as determined by the administration.

In concert with the District's mission that all students may learn to develop and maintain a sense of academic integrity, students will be expected to complete and to submit their own work.

WHY DISCIPLINE?

Discipline should have these three objectives in mind:

PRESERVE the optimum environment for instructional services.

RESPOND to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviant behavior and keep disrupters in school.

REMOVE as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

In cases of expulsion, it is the legal responsibility of the School Board to educate each student until age 17, whether in the formal educational setting or outside that environment.

ELEMENTARY SCHOOL RULES

Kindergarten through Grade Five

1. Keep your hands, feet, and objects to yourself
2. Speak and act in kind ways with adults and each other.
3. Treat school and each other's property with care.
4. Use whole body listening.
5. Walk quietly in our hallways.
6. Meet the school bullying prevention expectations.

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

ELEMENTARY SCHOOLS DISCIPLINE MANUAL - OFFENSES/ACTION

The following guidelines provide examples of infractions in each of the three levels of discipline and a range of appropriate responses intended to promote student compliance. The examples are not all inclusive but will provide students, parents/guardians, and faculty with a general idea of the seriousness of particular infractions and the expected level of response. The actual response will be determined by the specific situation at the administrator's discretion. (***Refer to Policies #218 through #248.1***)

LEVEL I - This misconduct involves behavior that interrupts orderly classroom procedures.

Examples of Elementary Level I offenses:

- Roughhousing
- Unexcused lateness to class
- Disruptive behavior in the classroom, halls, cafeteria and school grounds
- Lying
- Failure to complete assignments
- Not being prepared for class
- Noncompliance in the classroom

Possible Disciplinary Responses:

- Verbal reprimand
- Behavioral contract
- Detention - at time(s) determined by the administrator*
- Parent/guardian communication

*If detention is for incomplete assignments, assignments will be completed at this time.

Immediate intervention is required by the staff member who is supervising or who observes the misbehavior. Repeated misbehavior may require communication with parents/guardian and further administrative action.

LEVEL II - This misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Examples of Elementary Level II offenses:

- Noncompliance at the school level
- Disrespectful language and gestures
- Cheating
- Forging signatures
- Failure to serve detention assignment
- Technology violation
- Unexpected conflicts between students
- Repeated or persistent Level I violations

Possible Disciplinary Responses:

- Verbal reprimand
- Special assignment
- Behavioral contract
- Detention - time(s) determined by the administrator*
- Parent/guardian communication

*If detention is for incomplete assignments, assignments will be completed at this time.

Immediate intervention is required by the staff member who is supervising or who observes the misbehavior. Repeated misbehavior requires communication with parents/guardians.

*If Level I and Level II behaviors are being displayed in the classroom, the initial contact should be from the classroom teachers. However, it is important to keep the building administrators informed. Administrative referrals should always result from Level III infractions. A misconduct referral form **must** accompany the student(s) when sent to the school disciplinarian.*

LEVEL III - This misconduct could cause harm to self, others, or property.

Examples of Elementary Level III offenses:

- Fighting - escalation of pushing and shoving to the degree that an actual physical fight ensues which is broken up by an adult
- Stealing

- Damaging school property
- Leaving school without permission
- Bringing unauthorized articles to school
- Arson
- False alarm or 911 call
- Not abiding by bus rules in cases where such misbehavior may cause possible harm to self or others
- Unlawful Harassment (See **Policy #248**)
- Verbal Assault – including bullying and harassment
- Threatening the safety of others
- Terroristic threats
- Vandalism
- Possessing a weapon (See **Policy #218.1**)
- Technology violation
- Bullying (See **Policy #249**)
- Repeated or persistent Level I and/or Level II violations

Possible Disciplinary Responses:

- Referral to principal
- Notification of parent/guardian
- Detention
- In-School Suspension
 - Minimum of one-day in-school suspension will be imposed upon those students involved in fighting
 - If evidence shows that stealing has occurred
 - If an unauthorized article which could cause injury is brought to school
- Suspension
- School Board action
- Expulsion
- Removal of bus privileges where bus offenses are involved. A three-day bus

suspension may result if a student receives three school bus misconduct referrals

- Charges under Pennsylvania Criminal Code or referral to appropriate law enforcement agencies

The District maintains Safe Schools Agreements with state and local law enforcement authorities which specify when police must and should be called in response to an incident. Should any incident occur on Garnet Valley School District property which clearly violates the law, the Pennsylvania State Police will be notified. Any criminal prosecution by the District Attorney's Office takes place in addition to any school response for violating the discipline code. Note: Continued disregard for GVSD school policies will result in Administrator's recommendation for more severe disciplinary action.

If a student is referred to an administrator, objective documentation will be provided by the referring staff member. The Administrator will meet with the student and/or teacher to decide the most appropriate response.

Parents/guardians are expected to support the disciplinary action taken by the principal.

SECONDARY SCHOOLS DISCIPLINE MANUAL - OFFENSES/ACTION

The following guidelines provide examples of infractions in each of the three levels of discipline and a range of appropriate responses to promote student discipline. The examples are not inclusive but rather intended to provide students, parents/guardians and faculty with a general idea of the seriousness of particular infractions and the levels of response that can be expected. The actual response to a particular incident will be determined by the specific situation in which the incident occurred at the discretion of the administrator. (*Refer to **Policy #218 through #248.1***)

The breach of discipline within the schools will fall within two major offense classes:

Violation of the Student Code of Conduct (see Levels I & II)

Violation of the Student Code of Conduct which is also a violation of the law (a crime has been committed—see Level III)

LEVEL I

Examples of Secondary Level I offenses:

- Lateness to school (See Attendance)
- Unexcused lateness to class
- Refusing detention
- Roughhousing
- Other minor infractions of unacceptable behavior in or on school property

- Inappropriate language (name calling, unsolicited comments,...)
- Dress Code Violation (See Dress Code **Policy #221**)
- Public display of affection
- Unauthorized sales (candy, gum,...)
- Disruption to the learning environment
- Inappropriate use of a pass
- Disrespect to peers
- Misuse of personal technology/electronic devices in violation of **Policy #237**
- Defacing school property (\$10 or less)

Possible Disciplinary Responses:

- Disciplinary referral
- Student conference, reminder of the rule, warning
- Parent/guardian contact/conference
- Detention(s)
- Restorative action
- Loss of activity/privilege
- Bus suspension
- Suspension
- Review of behavior modification plan

I. Level I Descriptions

A. Unexcused lateness to school:

1. All unexcused latenesses will be recorded in the Student Information System.
2. The third and fourth unexcused lateness in a semester will result in the student receiving an afterschool detention.
3. Once the fifth and any additional lateness is recorded, the result will be a Saturday detention.
4. At the High School, once the tenth lateness has occurred, driving privileges will be revoked.

B. Unexcused lateness to class

1. One day of detention will be assigned for each offense after the first unexcused

lateness.

2. Once the sixth or more unexcused lateness to class, a Saturday detention will be assigned for each lateness.

C. Refusing or missing detention

1. Refusing/missing after school detention will result in a Saturday detention
2. Refusing or missing a Saturday detention will result in an out of school suspension

D. Other minor infractions of unacceptable behavior in or on school property:

1. First, second, third and fourth offense will result in a detention
2. Upon recording the fifth or more Level I offense, the student will receive a Saturday detention.

LEVEL II

Examples of Secondary Level II offenses:

- Academic Dishonesty (Plagiarism, cheating etc.)
- Attendance/Truancy (**Policy #204**)
- Bullying/Cyberbullying (**Policy #249**)
- Cutting class
- Leaving School grounds without permission (For safety concerns students will be searched upon return)
- Smoking or possession of tobacco products (Includes all forms of tobacco) (**Policy #222**)
- Violation of Student Acceptable Use of Internet, Computers and Network Resources (**Policy #815**)
- Truancy (**Policy #234**)
- Defacing school property
- Other more serious infractions of unacceptable behavior in or on school property or while under school supervision or jurisdiction
- Fighting
- Verbal assault
- Foul or abusive language

- Forgery
- Intimidation
- Repeated or persistent Level I violations
- Refusal/Missing an administrative detention
- Gross disrespect of staff member
- Intentional contact
- Insubordination

Possible Disciplinary Responses

- Disciplinary referral
- Detention(s)
- Suspension(s)
- Loss of activity/privilege
- Bus suspension
- Student Assistance referral
- Notify law enforcement/court involvement.

I. Level II Descriptions

A. Academic Dishonesty will result in the following action:

1. At the High School, cheating on tests or plagiarizing assignments will result in a student receiving a grade of zero for the test or assignment and disciplinary consequences. This applies to mid-year and final exams as well. When assigned in a marking period, the zero will be averaged with other grades earned during the nine-week period.
2. At the Middle School, the student will receive an F on the assignment or test and meet with the building administrator to determine further consequences.

B. Cutting class will result in the following action:

1. For the first offense, the student will receive a detention
2. For the second offense, the student will receive two (2) detentions.
3. For the third offense, the student will receive a Saturday detention.
4. For the fourth offense, the student will receive an out of school suspension.

C. Leaving School Grounds will result in the following action:

1. Students who leave the school grounds without permission will receive a one (1) day out of school suspension.
 2. For safety reasons, students will be searched upon return.
- D. Tobacco possession will result in the following action:
1. The first offense will result in a one (1) day external suspension.
 2. The second offense will result in a three (3) day external suspension.
- E. Tobacco use will result in the following action:
1. The first offense will result in a three (3) day external suspension and a referral to the SAP Team
 2. The second offense will result in a five (5) day external suspension.
- F. Fighting will result in the following action:
1. Each offense will result in a three to five day (school days) external suspension and local law enforcement agency will be notified and they make take action in addition to the penalties set forth herein.
- G. Refusal/Missing a Saturday detention will result in the following action:
1. A first offense will result in a one day external suspension and the student must repeat the Saturday detention.
 2. A second or more offense will result in a one day external suspension, repeating the Saturday detention and it will be recorded as a Level II offense.
 3. If the offense is the fifth or more Level II offense, the administrative action may decide to treat it as a Level III offense.

LEVEL III

Examples of Secondary Level III offenses:

- Theft
- Physical assault
- Possessing a weapon
- Arson, false alarms, or false 911 calls
- Bomb threats
- Terroristic Threats (See **Policy #218.2**)
- Inappropriate use of technology (See **Policy #815**)

- Unlawful Harassment (See **Policy #248**)
- Vandalism
- Bullying/Cyberbullying (**Policy #249**)
- Controlled substance abuse (drugs and alcohol) including possession of paraphernalia (**Policy #227**)
- Extortion
- Hazing (See **Policy #247**)
- Harassment (See **Policy #249**)
- Threatening the safety of others
- Physical assault with severe bodily injuries
- Indecent exposure
- Sexual acts
- Sexual Assault
- Repeated or persistent Level I and/or Level II offenses
- Unlawful use of technology in violation of **Policies #237 and/or #815**
- Commission of any other act punishable under Pennsylvania Crimes Code
- Other more serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

Possible Disciplinary Responses

- Disciplinary referral
- Suspension(s)
- Bus suspension
- Expulsion
- Student Assistance referral
- Notify law enforcement

I. Level III Descriptions

- A. The offenses in this class are of a nature that their commission represents a violation of the law and are subject to civil and/or criminal penalties. This type of behavior obviously is unacceptable in the educational environment.
- B. The local law enforcement agency may be notified on all Level III offenses and may

take action in addition to the penalties set forth herein. In addition, the following action will be taken:

1. A first offense may result in a 3-10 day (school days) external suspension.
2. A second offense shall result in a 10 day (school days) external suspension from school and a Board hearing may be held with administration recommendation for exclusion of the student for the remainder of the school year.

The administrator may, if he/she considers the commission of the offenses in this category serious enough to be a threat to the health, safety or welfare of others, request a Board hearing for exclusion of the student upon the commitment of the offense f or the first time.

Note: Any student(s) subjected to disciplinary action which necessitates removal from the normal classroom environment is still required to demonstrate mastery of all subject matter for advancement to the next grade level.

It is the responsibility of the students subjected to such disciplinary action to ensure that they remain current with the course subject matter and arrange with the administration to take any missed examinations.

Parents/guardians of the student shall be notified immediately by phone, if possible, and in writing when a student has been suspended internally or externally from class.

A student who is suspended or expelled shall not participate in, or attend any extracurricular school activity during the period of internal or external suspension or expulsion. Suspension shall be effective immediately upon notification and continue until the start of the first school day that a student is eligible to return to school.

A student will have the equivalent number of days as the suspension to make up any missed work.

Due Process Procedure (**Policy #218**) shall be followed in all cases of exclusion and suspension: e.g. in-school suspension, external suspension, expulsion.

The Pennsylvania State Police will be notified of any incident occurring on Garnet Valley School District property which clearly violates the law. Any criminal prosecution by the District Attorney's Office takes place in addition to any school response for violating the discipline code.

GUIDELINES FOR DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04) and Chapter 14 of the Pennsylvania School Code provide specific guidelines which Garnet Valley School District must follow when considering the disciplinary exclusion of a student with a disability (eligible student) or a student who is thought to have a disability (thought-to-be-eligible student).

Disciplinary Exclusion means the exclusion, suspension or expulsion of a student from his or her educational program for behavioral/disciplinary reasons. Prior to proceeding with the disciplinary exclusion of an eligible or thought-to-be-eligible student, the School District must determine whether the disciplinary exclusion being considered is a ***change in educational placement. A change in***

educational placement occurs when the disciplinary exclusion:

- is intended to last for more than 10 consecutive school days;
- exceeds 15 school days when cumulated with other disciplinary exclusions in a single school year,
- is a series of removals beyond ten cumulative school days which constitutes a pattern of serial suspensions, or
- involves a student with intellectual disabilities (for any length of time).

If the disciplinary exclusion is **NOT** a change in educational placement, the School District may proceed with the disciplinary action consistent with the due process and other requirements afforded to all students under Title 22 of the Pennsylvania Code, Chapter 12.

If the disciplinary exclusion **IS** a change in educational placement, the School District must follow the requirements of Chapter 14 of the Pennsylvania School Code and IDEA '04.

Before implementing any disciplinary exclusion of an eligible or thought-to-be-eligible student constituting a change in educational placement, the IEP Team must determine whether the behavior for which the student is being disciplined is a manifestation of his or her disability.

In determining whether the behavior in question is manifestation, the IEP team must answer the following questions: (1) Whether the behavior for which exclusion is sought was caused by, or directly and substantially related to, the disability of the child; or (2) Whether the behavior for which exclusion is sought was the direct result of the failure of the local educational agency to implement the IEP. **In completing the manifestation determination process, the IEP team should use the manifestation worksheet.** If the team determines the answer to either question is yes, the behavior must be considered to be a manifestation of the student's disability. If the team answers no to both questions, it may conclude that the behavior in question is not a manifestation of the student's disability.

If the Team determines that the Student's behavior is a manifestation of his or her disability, no disciplinary action may be imposed. The IEP team must convene, however, to discuss what revisions should be made to the student's program and/or placement, including revising or developing a behavior intervention plan, to address the behavior in question, and/or conduct further evaluation, including performing a functional behavior assessment.

If the IEP team determines that the student's behavior **was not** a manifestation of the student's disability, then the School District may proceed with the disciplinary exclusion in accordance with the procedures and other requirements afforded to all students under Title 22 Pennsylvania Code, Chapter 12.

To the extent that an eligible or thought-to-be-eligible student is excluded from his or her educational program for disciplinary reasons beyond ten school days (cumulatively), he or she is entitled to receive FAPE within the disciplinary exclusion for those days exceeding the tenth day.

Following the manifestation determination, the parents shall be provided with a NOREP reflecting the IEP team's decision for the change in placement and the basis for that decision. If the parents reject the NOREP and initiate one of their due process options (e.g., due process hearing,

mediation, etc.), the student shall remain in his or her current educational placement pending the completion of any special education proceedings, unless the parents and District agree otherwise.

Exceptions: Under IDEA '04, the District, through the IEP team, may remove a child to an interim alternative setting for 45 school days for certain behaviors regardless of whether the behavior in question was a manifestation of the child's disability. Those behaviors for which a child can be removed to an interim alternative educational setting are as follows:

- Eligible or thought-to-be-eligible special education students who bring or possess a weapon (as defined by federal law) to school;
- Eligible or thought-to-be-eligible special education students who knowingly possess or use illegal drugs, sell or solicit the sale of a controlled substance while at a school function and/or on school property; and
- Eligible or thought-to-be-eligible students who inflict serious bodily injury as defined by IDEA '04 on another person while at school or a school function.

In addition, the District may, in certain circumstances, request an expedited due process hearing to seek a determination by a hearing officer that maintaining the current placement is substantially likely to result in injury to the student or others, thereby necessitating a 45 school day placement in an interim alternative educational setting.

Removing a student to an interim alternative setting is a decision of the IEP team and must be made at an IEP meeting. An IEP and NOREP should be developed and issued to the parents for the interim alternative setting. The parents may reject the NOREP for the interim alternative setting, and request a hearing or any other available due process (e.g., mediation, etc.). However, during the pendency of any hearing, the student remains at the alternative setting unless a hearing officer orders otherwise or the 45 school day period ends. At the conclusion of the 45 school day period, the student must be returned to the last agreed upon placement, unless the parties have agreed otherwise.

DEFINITIONS

Academic Dishonesty (Plagiarism, cheating, etc.) - Academic dishonesty is evidenced by cheating or plagiarism and involved any attempt by a student to show possession of knowledge and skills he/she does not possess. Cheating occurs when students use someone else's words, work, test answers, and/or ideas and claim them as their own.

The consequences of cheating will vary depending upon the nature of the offense. Possible consequences include failure of the assignment, no credit for the course, Saturday detention and/or after school detention.

Bullying/Cyberbullying - Intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive; and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.

Example of acts or series of acts that may constitute bullying if it meets the preceding definition

include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; putdowns, name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation. Note, mutual “teasing “should not be confused with bullying behavior.

Child Study Team/Student Assistance Team – A multidisciplinary team that includes teachers, administrators, nurse, and counselors. This team is trained to understand and work with adolescent chemical use, abuse and dependency. The team’s primary role is to identify, refer and intervene when student chemical substance use, abuse, possession and/or distribution is suspected.

Communications Network Access - Policy #815 - Obtaining access to the Internet intentionally and without proper authorization is misuse of the Communication Network. A misuse includes any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or any violation of local, state or federal laws relating to use of the Internet.

Disrespect to Peers -Teasing and name calling - oral or written

Electronic Devices - Policy #237 - Except those approved in advance by the School District administration and authorized by the School Code at 24 P.S. § 13-1317.1.

Extortion - Intentionally obtaining or withholding property of another by threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.

Fighting - An encounter with blows or other physical contact involving two or more students.

Forgery - Reproducing a parent’s or guardian’s signature, altering school records, other offenses set forth in the Pennsylvania Crime Code, 18 Pa.C.S.A. § 4104, et seq. As may be amended, or other similar actions.

Foul or Abusive Language - Use of language that is vulgar, profane, or lewd.

Harassment - Harassment is defined in accordance with the definitions found in ***Policy #248***. Harassment is either (1) sexual harassment and/or (2) harassment based on race, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation.

Hazing – Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization (including but not limited to clubs, sports teams, musical groups such as band and orchestra) by the Garnet Valley School District. The term shall include, but not be limited to any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which adversely affects physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an

organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of the individual to participate in such activity notwithstanding.

Insubordination - Refusing to follow a reasonable directive of either a School District professional employee or administrator acting within the scope of his/her authority.

Intentional Contact - Intentionally causing contact with another when such contact is neither invited or provoked and the purpose of such contact is insubordination, harassment, extortion or the threat or suggestion of physical assault. Intentional shoving, hitting, kicking, slapping, bumping, holding. Pushing and throwing objects with a wrongful purpose are examples of such conduct. Unintentional or inadvertent conduct, reflexive conduct or conduct taken in the reasonable belief of self-defense or invitational, or conduct by a student with a recognized disability which affects his or her ability to control his or her actions, are not included. Even if provoked, persisting in such conduct when a reasonable opportunity to stop is available, shall be included.

Intimidation - Unwelcome comments or conduct directed toward a person constitutes intimidation.

Minor Bus Problem - Those behaviors that are not chronic or jeopardize the safety of others.

Personal Technology/Electronic Device - Any device capable of capturing, storing, and/or transmitting information, including photographs, text, audio and/or video data not owned by the District.

Physical Assault - (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; (2) negligently causing bodily injury to another with a deadly weapon; (3) attempting by physical menace to put another in fear of imminent serious bodily harm; or (4) any offense prohibited by Chapter 27, “Assault,” of the Pennsylvania Crimes Code (18 Pa.C.S.A. § 2701, et seq.; and as may hereafter be amended).

Roughhousing - Rowdy and/or physical behavior or play.

School Personnel - Any school board member, school employee, school official, agent, volunteer, contractor or other person subject to the supervision and control of the District.

Sexual Activity - Behavior of a sexual nature, including but not limited to, consensual sexual activity, rape, involuntary deviant intercourse, statutory rape, sexual assault, aggravated indecent sexual assault, indecent assault, indecent exposure, open lewdness, obscene materials, and other sexual offenses.

Sexual Assault - Sexual offenses as defined in Chapter 31 of the Pennsylvania Crimes Code.

Terroristic Threat - Threatening to do immediate and/or future personal bodily harm to another or others. It shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Theft - Withholding another’s property permanently or for a period of time so as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make it unlikely that the owner will recover it; or any offense prohibited by Chapter 39, “Theft and Related Offenses,” of the Pennsylvania Crimes Code (18 Pa.C.S.A. § 3901, et seq.; and as may hereafter be amended).

Tobacco Use – Possessing and/or using tobacco in any form, including but not limited to, in or as a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco and smokeless tobacco; or possessing or using tobacco use paraphernalia, or vaping including but not limited to lighters or matches.

Vandalism - Damaging tangible property of another intentionally, recklessly, or by negligence through the employment of fire, explosive, or other means; or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible property of another. Defacing school property and vandalism represent the same type of deviant behavior. For purposes of response, damages in excess of \$10 will be considered as vandalism while those less than \$10 in damages, will be considered as defacing school property. In cases of less than \$10 in damages, discretion may be exercised by the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g., repeated offenses. In all cases, restitution will be sought along with the application of disciplinary action as stated in the policy.

Verbal Assault -Verbally threatening immediate and/or future personal bodily harm to another or to threaten and thereby causing another to fear for his/her safety.

Weapons in the Schools - It is unlawful for anyone to possess lethal weapons in school buildings, on school property, at any school-sponsored activities, or on public conveyances providing transportation to or from a school or school-sponsored activity. Weapons and replicas of weapons are forbidden on school property. Weapons including any device, instrument, material or substance, (animate or inanimate), which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.

Willful Fighting - Engaging in a fight or scuffle entered into by mutual consent.

Terms otherwise undefined by this manual shall be defined in the same manner as similar or identical terms in the Pennsylvania Crimes Code

ADMINISTRATIVE ACTION

At times during the school year, student misbehavior may necessitate action on the part of the Board. At this point, the school administration will have exhausted all approaches in their attempts to correct the student's misbehavior. The administration may have worked with various resources and shall keep records and documentation as evidence of such efforts. The resources shall include:

Parents/guardians

Teachers

Guidance counselor

Social Worker/Counselor

Community or religious resource personnel

Social Agencies

Psychologist

Note: Continued disregard for school policies will result in an Administrator's recommendation for more severe disciplinary action.

AFTER-SCHOOL DETENTION

After-school detention at the elementary level will be handled by the administrator who will contact a parent prior to the student serving the detention.

At the secondary level, the administration or any teacher may, if necessary, detain a student for disciplinary reasons after school hours. A one-day detention is to take place for a minimum of 30 minutes or a maximum of 80 minutes.

The following should be observed when detaining a student:

- A student is to be given 24 hours' notice so that he/she can inform a parent/guardian of the detention and arrange for transportation.
- If a teacher reasonably believes that one day is not sufficient, then additional days of detention can be assigned to the student.
- Students are never to be left alone during their detention. They must always be supervised by the detaining teacher or the detention monitor.
- Occasionally a pupil may request to be excused from detention for that particular day. This decision will be made by the teacher who assigned the detention. Sometimes, due to family situations and emergencies, it is best that the student's request be honored. However, it is suggested that the teacher call the pupil's parents/guardians if in doubt.

SATURDAY DETENTION (SECONDARY)

Students may be assigned to a Saturday detention as a consequence for an action or omission that is more significant than an action warranting an after-school detention but which is not significant enough to warrant a suspension. Students reporting to Saturday detentions for the High School should meet in the High School lobby. Saturday detentions are from 8:00 A.M. until 11:00 A.M. Middle School students reporting for Saturday detention should report to the middle school cafeteria from 8:00 A.M. - 10:00 A.M. The same rules that apply to after-school detentions apply to Saturday detentions. Failure to complete a Saturday detention or to follow the detention rules may result in an out-of-school suspension on the following Monday. Students are responsible for their own transportation to and from Saturday detentions.

IN-SCHOOL SUSPENSION (ELEMENTARY AND MIDDLE SCHOOL)

In order to maintain greater control and provide more guidance for students whose disruptive behaviors force their temporary removal from the the regular classroom, in-school suspension shall be conducted in the Middle School and the elementary schools in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by school administrators.
2. The administration will inform staff members of the names of those students assigned to in-school suspension. This will include notifying the student's counselor.
3. The administration will notify parents in writing that a student has been assigned to in-school suspension, giving the reasons for such assignment, and a conference may be held prior to the student's readmittance to regular classes.
4. Each student assigned to in-school suspension will report with textbooks and assignments.
5. Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day that the student returns to regular class. The student may also make up any test or quiz given during his/her suspension. Evaluation of the class work and test/quiz shall be done by the classroom teachers.
6. The administrator shall arrange appointments with the guidance counselor, social worker, psychologist, or other appropriate persons for all students who are suspended for a third time.
7. The social worker will make a home contact with the parents of each student suspended for a second time.
8. The administrator will request, in writing, a conference with the parents of those students who are suspended for a third time.
9. Students will not be readmitted to class until their assignment to in-school suspension has been fulfilled.
10. Students may not attend or participate in extracurricular activities while under in-school suspension.

CONFIDENTIALITY

Any privileged confidentiality between students and guidance counselors, school nurses, school psychologists, or school employees shall be respected. Confidential communication made to school employees shall not be revealed without student or parental/guardian consent except in those situations that endanger the health, safety, or welfare of the student or others. See **Policy #207**.

CORPORAL PUNISHMENT

It is not consistent with the philosophy of Garnet Valley School District to inflict corporal punishment. The Board prohibits the use of corporal punishment. Reasonable force may be used by teachers and school authorities to:

- quell a disturbance
- obtain possession of weapons or other dangerous objects; or
 - for the purpose of self-defense; or
 - for the protection of persons or property.

VISITORS SUSPECTED OF DRUG, MOOD ALTERING SUBSTANCES OR ALCOHOL RELATED ACTIVITIES (POLICY #907)

Visitors suspected of using, possessing, transporting or distributing drugs, mood altering substances or alcohol, or of encouraging or promoting such activity while on school property or during the course of school sponsored activities, shall be reported to the school principal who shall report the visitors to local law enforcement officials if he/she believes the facts and evidence provide him/her cause to do so.

UNLAWFUL HARASSMENT (POLICY #248)

It is the policy of the School District to maintain an educational and working environment in which harassment in any form is not tolerated.

The School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, religion, gender, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation (hereafter the term “protected characteristics” shall refer to race, religion, gender, national origin, ancestry, disability, medical condition, marital status, age and sexual orientation. The term “protected characteristic” shall refer to any one of the protected characteristics.) Therefore, the purpose of this policy is to prohibit sexual harassment and harassment based on any of the protected characteristics at school or any school sponsored event/activity.

It shall be a violation of this policy for any student while on District property, or during a District event/activity, to sexually harass a student, school personnel or other person, or harass a student, school personnel or other person based on any of the protected characteristics. Further, it shall be a violation of this policy for any student while on District property, or during a District event/activity to assist or encourage sexual harassment or harassment based on a protected characteristic of a student, school personnel or other person.

I. Complaint Procedure

A. Formal Complaint:

1. Reporting a complaint:

Any student, or other person who believes he or she has been the victim of sexual harassment or harassment based on a protected characteristic by a student or school personnel should report the alleged harassment as soon as possible. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report any such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has knowledge of conduct which may constitute prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reported complaint of harassment should be made orally or in writing with either the building principal or one of the compliance officers designated in this policy. Any complaint that involves the compliance officer or principal shall be reported to the Superintendent.

The complaint, the identity of the complainant and the identity of the person accused of harassment will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the District's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged harassment, the compliance officer shall promptly authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the District to perform that function. The investigation shall be completed as soon as practicable, which generally should be not later than fourteen (14) calendar days after receipt of the report to the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice to the complainant that the complaint has been received. Upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but not limited to, taking measures to reduce or limit contact between the alleged harasser and the complainant and, in cases involving potential criminal conduct, determine whether law enforcement officials should be notified. If the compliance officer determines that more than fourteen (14) days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any documents or other information deemed relevant by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the compliance officer, and any investigator appointed by the compliance officer, shall consider, at a minimum: (i) the surrounding circumstances; (ii) the nature of the behavior; (iii) incidents of past or continuing patterns of behavior; (iv) how often the conduct occurred; (v) the relationship of the alleged perpetrator to the alleged victim (e.g. whether the alleged perpetrator was in a position of authority over the alleged victim; (vi) the location of the alleged harassment; (vii) the ages of the parties and (viii) the context in which any alleged incident(s) occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board President. The report shall include the compliance officer's determination of whether and how this policy was violated and recommendations for disciplinary and/or corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by any investigating local, state or federal agency.

3. Action by the Superintendent

Within five (5) calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether and how this policy was violated. This decision must be provided in writing to the complainant and the person accused of harassment. If the Superintendent or his/her designee determines that prohibited harassment occurred, prompt, appropriate action shall be taken to address and remedy the violation as well as to prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or his/her designee may determine that school-wide, group or individual training may be conducted or that the complainant be invited to receive counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the complainant may appeal this finding to the School Board within five (5) calendar days of receiving the decision. Any such appeal must be in writing and filed with the Superintendent or designee who shall forward the appeal and investigation record to the School Board. The School Board shall make a good faith effort to make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the complainant, the Superintendent, the person accused of harassment, and/or other person(s).

5. Compliance Officer and Alternate Compliance Officer

The School Board has designated the Assistant Superintendent of Human Resources as the compliance officer described within this policy. Complaints of

harassment may also be made to the alternate compliance officer, the Superintendent. The mailing address for both officers is The Education Center 80 Station Road Glen Mills, Pa 19342. (phone 610 579-7387). The alternate compliance officer shall act as the compliance officer for any complaint received by him/her. The responsibilities of the compliance officer shall include:

- a) receiving reports or complaints of harassment
- b) oversee the investigation of any alleged harassment
- c) assess the training needs of the District in connection with this policy
- d) arrange the necessary training to achieve compliance with this policy
- e) ensure that any harassment investigation is conducted by an impartial and appropriately trained investigator
- f) take all reasonable measures to protect the alleged victim and others during the investigation

B. Informal Procedure

If the complainant and the person accused of harassment agree, they may arrange with the compliance officer to attempt to resolve the complaint informally with the help of a counselor, teacher, or administrator. In that event, they shall each be informed by the compliance officer that they have the right to abandon the informal procedure at any time in favor of the initiation or continuation of the formal complaint procedure. If the complainant and the person accused of harassment are successful in resolving the complaint informally, the compliance officer shall keep a written record of the agreement between the parties.

II. Miscellaneous

A. Retaliation

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

B. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

C. False Charges

Students and/or staff who knowingly make false charges of harassment or retaliation shall be subject to disciplinary action up to and including expulsion.

CONTROLLED SUBSTANCE/PARAPHERNALIA (POLICY #227)

The School Board finds that the possession, use, distribution or delivery of drugs, mood altering substances and/or alcohol beverages by students while engaged in activities subject to control by the Garnet Valley School District is a matter of concern and injurious to the health, safety and welfare of students.

Through curriculum, the Child Study Team, community support and resources, strong consistent administrative and faculty commitment, rehabilitative efforts, and disciplinary procedures, the District will strive to educate, prevent, and intervene in the use and abuse of all drug, alcoholic and mood altering substance by students.

The Board prohibits any student from possessing, using, transmitting, manufacturing, selling, distributing or being under the influence of any controlled substance during travel to and from school: on school property: in school buses, vans or other vehicles used by, owned by, leased by or under the control of the District; while participating in a school activity/event held away from the school; or who conspires, aides, or abets the use, abuse, active possession, or constructive possession, of controlled substances.

The following rules, regulations and guidelines shall be used by all District personnel when situations involve student's unlawful possession, use, transmission, manufacturing, sale, distribution and/or abuse of drugs, alcohol, any mood altering substance or paraphernalia.

Appropriate disciplinary action will be taken by the Board as outlined herein and in **Policy #218**, which is in compliance with the laws and regulations of the Commonwealth of Pennsylvania.

I. **Limitations**

Except for the provisions of Section II, none of the provisions of this policy shall be construed to prohibit or regulate a student's use, possession, or transportation of medication prescribed for that student by a licensed physician according to the student's needs. However, the use of medical marijuana - regardless of form, dosage, or method of administration continues to be prohibited in school and on school district property.

II. **Medication**

The administration of all medication shall be in accordance with Medication Administration **Policy #210**.

III. **Responsibility**

All personnel of the school district shall report to their immediate supervisor any student, employee or other person who violates the Board's controlled substance prohibition.

The supervisor shall report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating to the specific sequence of events in each case.

The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case involving persons not related to the District.

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

IV. **Search and Seizure**

The principal or his/her designee is authorized to conduct appropriate searches and to seize contraband on school premises in compliance with the **Policy #226**, Search Procedures by Staff. Student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search. The search actually conducted must be reasonably related to the circumstances which justify the search at its inception.

Student lockers are District property. Therefore, students shall have no expectation of privacy in their lockers. If school personnel have reasonable grounds to suspect or believe that a locker contains items that are illegal or violate school policy or federal, state, or local law, he/she is permitted to conduct a search.

School parking lots are owned by the District and the District exercises exclusive control over its parking lots. Use of the parking lots is a privilege, not a right. Students have no expectation of privacy regarding items placed in their vehicles in the parking lot. The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within the vehicles which are in plain view and visible through the windows of the vehicle while on the school property. Interiors of vehicles may be searched whenever a school official has a reasonable suspicion to believe that items that are illegal or violate school policy or federal, state or local law are contained therein.

A student's person and/or personal effects (e.g. purse, book bag, etc) may be searched whenever school personnel have reasonable suspicion to believe that a student is in possession of items that are illegal or violate school policy or federal, state or local law.

It shall be the policy of the District to permit school personnel to conduct blanket searches of the school property with professionally trained handlers and dogs for the purposes of detecting illegal materials.

V. **Violation of Policy for Possession and/or Use**

A student who violates this policy shall be subject to the following disciplinary, rehabilitative and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein.

An infraction occurs when a student manufactures, uses, abuses, possesses, actively or constructively, is under the influence of controlled substances or drug paraphernalia during travel to and from school, on school property; in school buses, vans or other vehicles, used by or owned by, leased by, or under control of the District, or while participating in a school activity/event held away from school premises, or at any school sponsored activity anywhere, or who conspires, aides, or abets the use, abuse, active possession, or constructive possession, of controlled substances and/or paraphernalia.

A. **First Offense**

1. The principal will be immediate notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the District's Policies.
2. The principal or designee will meet with the student to ascertain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s) or guardian(s) concerning the incident and will seek additional information that

could guide disposition of the possible policy violation.

4. The student may be sent home or removed from the school to receive medical attention if required. When parent(s) or guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or to temporarily isolate the student.
5. The principal will notify the appropriate legal authorities for investigation and disposition.
6. The principal or designee will schedule a hearing in accordance with the District's Policy.
7. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days.

B. Second Offense

Any person who violates this policy a second time commits a second offense. All requirements, procedures, due process and penalties that govern first offense under this policy will apply under the second offense. In addition, the following disciplinary action and requirements apply:

1. The student will obtain a drug and alcohol assessment and will comply with all assessment recommendations as a condition for readmission to school after the suspension or required rehabilitation. Any student who receives a second offense and who refuses to obtain a drug and alcohol assessment or who obtains the assessment and does not comply with the assessment recommendations will be recommended for expulsion. Expulsion is exclusion from school by the Board of School Directors for a period that exceeds ten (10) school days and may be permanent.

C. Additional Requirements

Any student who violates this policy (regardless of the number of offenses) will:

1. Be assessed by a licensed drug and alcohol designated facility or similar type alternative program approved by the administration, and comply with any recommendations from the evaluation and any recommendations that follow until the date of discharge from the provider, not to exceed one calendar year. If the recommendations are not followed, the student will be recommended for expulsion.
2. Parent(s) or guardian(s) may select similar type alternative programs for students who attend as specified in paragraph (a) above. However, parent(s) and guardian(s) must have the principal's written approval prior to any student's participation in an alternative program. Prior to receiving the principal's written approval for a student to attend an alternative program, parent(s) and guardian(s) must give written consent to the principal or designee to obtain all complete records when the student attends an alternative program. The District will not pay any expenses incurred by the student, parent(s) or guardian(s) when the student participates in an alternative program.

3. While a student is suspended out-of-school and attending the alternative education program he/she shall not participate in or attend as a spectator any school sponsored activity. School related and/or school sponsored activities include, but are not limited to clubs, musical groups, publications, athletics and other activities such as National Honor Society, student council and class activities (spirit week, homecoming, class trips, fund-raisers, dances, proms, and commencement). Further, the student must successfully complete the assessment within seven days of the informal hearing, by a drug and alcohol facility or District approved program.
4. Eligibility for participation in school extracurricular activities (including athletics, clubs and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.
5. If a student refuses to participate in or does not successfully complete the programs mentioned herein, as scheduled by the District, the student will be recommended for expulsion.

VI. **Violation of the Policy Against Distribution**

A student who violates this policy shall be subject to the following disciplinary, rehabilitative and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use and distribution of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein. An infraction occurs when a student attempts to or succeeds in delivery, distributing or transmitting controlled substances or possess with an intent to distribute, deliver or transmit.

A. **First Offense**

1. The principal will be immediately notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the District's Policy.
2. The principal or designee will meet with the student who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s) or guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The principal will notify the appropriate legal authorities for appropriate investigation and disposition.
5. The principal or designee will schedule a hearing in accordance with the District's policy.
6. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days and a Board hearing shall be held with administration recommendation for expulsion of the student from school for a period to be determined by the Board.

7. Refer the student to an appropriate agency for counseling and treatment.
8. While a student is suspended out-of-school and attending the alternate education program, he/she shall not participate in or attend as a spectator any school sponsored activity. School related and/or school sponsored activities include but are not limited to clubs, musical groups, publications, athletics and other activities such as National Honor Society, student council, and class activities (spirit week, homecoming, class trips, fund-raisers, dances, proms and commencement).
9. Eligibility for participation in school extracurricular activities (including athletics, clubs and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.

VII. **Anabolic Steroids**

In addition to consequences listed under Section VI (e) and (f) of this policy, anabolic steroid use bears additional consequences in regard to extracurricular participation.

The use of steroids by a student involved in extracurricular activities is prohibited. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids.

The Superintendent shall prescribe, implement and enforce rules and regulations to prohibit the use of anabolic steroids, except for valid medical purposes, by any student involved in school-related activities. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provision of the law.

Education regarding the dangers of anabolic steroids shall be provided in other District controlled substance (drug and alcohol) programs.

Eligibility for participation in school extracurricular activities shall be limited. The following minimum penalties are prescribed for an student found in violation of the anabolic regulations required above, in addition to those consequences found in Section VI (e) and (f). Violation of those rules include:

A. **First Offense**

The student shall be suspended from extracurricular activities for the remainder of the season.

B. **Second Offense**

The student shall be suspended from extracurricular activities for the remainder of the season and the following season.

C. **Third Offense**

The student shall be permanently suspended from extracurricular activities.

No student shall be eligible to resume participation in school extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other programs, beyond those already detailed herein, as a condition of reinstatement into a school athletic

program.

VIII. **Student Seeking Help**

Any student who is self-referred, or who is voluntarily referred by anyone else and who seeks help with a chemical use/abuse and /or dependency, and who is not under the immediate influence of a chemical substance is not subject to this policy's provision as outlined for **First Offense** violations.

- A. School personnel to whom a student reports and from whom he/she seeks help may consult with the student or may refer the student to a faculty member designated by the principal (e.g., counselor, Intervention Specialist, Child Study Team, nurse, etc.)
- B. If help is required, the faculty designated may advise and assist the student in seeking appropriate psychological, medical or other types of help.
- C. If medical treatment is necessary, the parent(s) shall be notified.
- D. Follow-up by the Intervention Specialist or Child Study Team case manager with the student and the referral agency shall be imperative.

IX. **Child Study Team**

A. **Referral Phase**

Referrals may come from a multitude of sources. Staff, students, parents, etc., may inform the Child Study Team of any suspicions, issues, behaviors or concerns that appear to be drug/alcohol/mental health related. Community concerns also will be noted and these will be investigated if they seem appropriate.

B. **Assessment Phase**

Once a referral has been received and considered, appropriate members of the team will be assigned to start the tracking by collecting data from attendance discipline, counselors and the nurse. These records will be reviewed by the whole team and a decision will be made to get further information from the appropriate teachers or to make an alternate assignment immediately. All data collected from the teachers on observable behavior, academic performance and physical appearance will be confidential. If the data strongly suggests drug/alcohol or mental health concerns, an intervention will be planned.

C. **Intervention Phase**

During this phase, the Student Assistant Coordinator (SAP) will be actively involved in determining the appropriate modality of treatment and proper placement (inpatient or outpatient). This may require meetings with the student or student and parent where information has been gathered, is discussed, and options are explored.

X. **Confidentiality**

Any privileged confidentiality between students and intervention specialists, guidance counselors, school nurses, school psychologists, caseworkers, home and school visitors, drug and alcohol counselors, Child Study Team members and other school employees shall be respected. Confidential communication made to school employees shall not be revealed without student or parent consent unless the best interest of the student can be served only by doing so. The student or parent shall, at the time of the intervention phase by this policy, be

asked to consent to the release of school records to the Intervention Specialist for the sole purpose of determining an appropriate treatment program for the student.

XI. Definitions

- A. **Child Study Team** - A multidisciplinary team that includes teachers, administrators, nurse and counselors. This team is trained to understand and work with adolescent chemical use, abuse and dependency. The team's primary role is to identify, refer and intervene when student chemical abuse use, abuse, possession and/or distribution is suspected.
- B. **Controlled Substance** - Controlled substances include, but are not limited to: alcohol, drugs, narcotics and/or other health endangering compounds such as an anabolic steroids and other performance enhancing substances, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, "look-alike" drugs, any prescription or patent drug, except those for which permission to use in school has been granted, any other mood-altering substance, and will also include all regulated and controlled substances, and will also include all regulated and controlled substances identified in the following laws: Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No 65 and Amendments) and 35 P.S.780-104, 780-110.
- C. **Cooperative Behavior** - Is the student's willingness to reasonably and helpfully work with staff and school personnel to comply with the Child Study Team's requests and recommendations.
- D. **Distribution** - To attempt to or to succeed in delivering, selling, passing, sharing or giving another person, or to assist in distributing any controlled substance as defined by this policy.
- E. **Drug Paraphernalia** - Includes all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, processing, preparing, testing analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance. Paraphernalia includes, but is not limited to:
1. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
 2. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
 3. Scales and balances used, intended or designed for use in weighing or measuring controlled substances.
 4. Diluents and adulterants, such as quinine hydrochloride, mannite, dextrose and lactose, used, intended for use or designed for use in cutting controlled substances.

5. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.
6. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
7. Capsules, balloons, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
8. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
9. Hypodermic syringes, needles and other objects used, intended for use or designed for use in injecting controlled substances into the human body.
10. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing alcohol, marijuana, cocaine, hashish, hashish oil or any other drug into the human body, including but not limited to:
 - a) Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
 - b) Water pipes
 - c) Carburetion tubes and devices
 - d) Smoking and carburetion masks
 - e) Roach clips; meaning objects used to hold burning material such as a marijuana cigarette, that has become too small or too short to be held in the hand
 - f) Miniature cocaine spoons and cocaine vials
 - g) Chamber pipes
 - h) Carburetor pipes
 - i) Electric pipes
 - j) Air-driven pipes
 - k) Chillums
 - l) Bonges
 - m) Ice pipes or chillers
 - n) Vaporizers
 - o) E-cigarettes when used as a delivery device for controlled substances

In determining whether an object is drug paraphernalia, school authorities shall

consider, in addition to all other logically relevant factors: statements by an owner or by anyone in control of the object concerning its use; the proximity of the object, in time and space, to a direct violation of this policy; the proximity of the object to the controlled substances; the existence of any residue or controlled substances on the object; direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object; to deliver it to persons whom he/she knows, or should reasonably know; intend to use the object to facilitate a violation of this policy; the innocence of an owner or of anyone in control of the object, as to a direct violation of this policy should not prevent a finding that the object is intended for use or designed for use as drug paraphernalia; instructions, oral or written, provided with the object concerning its use; descriptive materials accompanying the object which explain or depict its use; national or local advertising concerning its use, the manner in which the object is displayed for sale; whether the owner or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products; direct or circumstantial evidence of the ratio of sales of the the objects to the total sales of the business enterprise; the existence and scope of legitimate uses for the object in the community; and expert testimony concerning its use.

- F. **Immediate Precursor** - A substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.
- G. **Look-alike Drugs** - Substances manufactured or designed to resemble drugs, mood altering substances, narcotics or other health endangering compounds.
- H. **Manufacture** - The production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or articles, but does not include the activities of a practitioner who, as an incident to his/her administration or dispensing such substance or article in the course of his/her professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.
- I. **Marijuana** - Consists of all forms, species and/or varieties of the genus *cannabis sativa* L., whether growing or not; the seeds therefore, the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin.
- J. **Narcotic** - Any of the following, whether produced directly or indirectly by extraction from substance of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the isoquinoline alkaloids or opium, (iii) any compound, manufacture, salt derivative or preparation of opium or any opiate, and (iv) any substance, which is chemically identical with any of the substances referred to in (i), (ii), or (iii).
- K. **Possession, Active** - To possess or hold without attempt to distribute, any controlled substance.

- L. **Possession, Constructive** - A person's ability and intent to exercise control over, individually or with another persons, any controlled substance. Ability and intent to control a prohibited substance may be inferred from all circumstances.
- M. **Prescription Medication** - Consists of medication prescribed by a licensed physician and requiring administration during school hours in accordance with the procedures set forth in the District Medication Policy.
- N. **Reasonable Suspicion** - Generally is defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from the facts at hand; it is not caused by such improper motives as a dislike for the student or malice, but only from the facts which are known. If they logically, rationally and in the exercise of good common sense, lead a reasonable, prudent and discreet person to conclude that a student has illegal material on school property or on his person, this is a reasonable suspicion, but there must be fair and conscientious consideration of only the facts that are known.
- O. **Uncooperative Behavior** - Is the student's resistance or refusal, either oral, physical or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit and flight are examples of uncooperative student behavior. Uncooperative behavior includes refusal to comply with Child Study Team requests and recommendations.

INVESTIGATIONS AND SEARCHES BY STAFF (POLICY #226)

This policy addresses criminal activity by students on school property, search of the student or a locker, and periodic searches of student's lockers as follows:

To maintain order and discipline in schools and to protect the safety and welfare of students and school personnel, the Board reserves the right to authorize school officials to search students, lockers, automobiles and/or school property in certain circumstances and may seize any illegal or unauthorized materials discovered during the search.

- I. It is prohibited for any student, while on school property, to possess on his/her person or in a locker or to use in any manner or to sell any substance, item, device, or any material, the use, possession, or sale of that which is a violation of federal, state or local law or District Policy or constitutes a threat to the health, safety, welfare or good order of the occupants of the school building, the school building itself, or the District.
- II. Parents and students shall be notified at least annually or more often if deemed appropriate, of the contents of the search policy.
- III. All school personnel shall cooperate in every manner possible in carrying out this policy.
- IV. Reasonable suspicion is generally defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives a a dislike for a student or malice, but from the facts which are known. If they logically, rationally and in the exercise of good common sense, lead to a reasonable, prudent, and discreet person to conclude that a student has illegal material on school property or on his/her person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the

facts that are known.

General Search Procedures

Any building administrator or teacher who reasonably suspects that a student has in his/her possession on the school property, or sells or uses on school property, any illegal material, shall proceed as follows:

- By law an administrator or teacher stands in the place of a parent/guardian to the students in school, the matter or incident should be referred immediately to the building principal with an explanation of what facts led to the conclusion that the student possesses, uses or sells illegal material.
- The administrator shall then confront the student privately with the facts as relayed to the administrator and ask the student to consent to a search of his/her person and/or locker.
- The administrator shall be persistent in his/her request, and if necessary, insist upon the search.
- Students who do not cooperate with the principal or his/her designee, who has reasonable suspicion to search, shall immediately be subject to disciplinary action.
- If the student uses force to resist, the police should be called for help.
- When a search is made of a student or his/her locker, at least one other teacher or school official should be present. Except in emergency situations, reasonable steps should be taken to ensure the student is given the opportunity to be present when his/her locker is searched.
- If illegal material is found, it should be confiscated, marked in some identifying manner in the presence of the student, if possible, and that of at least one other teacher, and then held in a safe place for delivery to the police. An attempt should then be made by the administrator to notify the student's parents.
- The principal or his/her designee shall be responsible for the prompt recording, in writing, of each search; such record shall include the reasons for the search, persons present, objects found and the disposition of illegal materials found.
- If it is reasonably suspected that the student has illegal material in his/her automobile on school property, school personnel may search the car and police will be called if illegal material is found.
- Confiscated illegal materials may be used against the student in school disciplinary proceedings
- If illegal material is found, the appropriate law enforcement agency shall be contacted.
- Illegal material shall be turned over to the appropriate law enforcement agency for further investigation and proceedings.

Personal Searches

A student's person and/or personal effects (e.g. purse, bookbag, etc) may be searched whenever a

school official has reasonable suspicion to believe that a student is in possession of illegal materials.

Locker Searches

- I. All lockers are and shall remain the property of the Garnet Valley School District. Students shall have no expectations of privacy in their lockers.
- II. In order to have use of a school locker, students shall be required to sign a waiver authorizing the principal or his/her designee to search the interior of the student's locker.
- III. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for illegal materials.
- IV. The Board authorizes District personnel to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of illegal materials.
- V. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker creates an emergency, the principal or his/her designee may open the locker as soon as is necessary to properly discharge his/her duty to protect the persons and property within the school building.
- VI. Other than as provided as to dog and blanket searches, all requests for the search of a student's locker coming from law enforcement personnel shall be directed to the building principal or his/her designee, who shall open a student's locker on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

Automobile Searches

- I. School parking lots are owned by the Garnet Valley School District and the District exercises exclusive control over its parking lots. Use of the parking lots is a privilege, not a right.
- II. Students have no expectation of privacy regarding items placed in their vehicles in the parking lot.
- III. The parking lot may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within the vehicles which are in plain view and visible through the windows of the vehicle while on school property. Routine patrols may be conducted by District personnel or drug detecting dogs.
- IV. Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein.
- V. Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

Use of Drug Detecting Dogs For Searches

- I. It shall be the policy of the Garnet Valley School District to permit District personnel to conduct blanket searches of the school property with professionally trained handlers and dogs for the

purposes of detecting illegal materials.

- II. Parents and students are hereby notified of this policy through its inclusion in the Student Records Procedural/Discipline Manual. Once this notification has been given, the District has met its obligation to advertise the searches. Additional notice need not be given and actual times or dates of planned searches need not be released in advance.
- III. District personnel shall authorize the search and have a designee on hand while the search is taking place.
- IV. All school property, including, but not limited to lockers, classrooms, storage areas, and parking lots may be searched. Individual(s) will not be subjected to a search by dogs.

BOMB THREATS

The Board of School Directors is extremely concerned about problems connected with threats, or warnings, of bombs being placed in any of the buildings of the School District. This concern arises from the potential danger to the life and safety of pupils and school personnel, and disruption to classes which results from threats.

In order to protect the lives and safety of persons, the Board directs the Administration to evacuate the building in which a bomb is reported except for those persons directly involved in searching for the bomb. Persons evacuated are not to return to the building until it has been determined by authorities conducting the search that no danger exists.

TERRORISTIC THREATS (POLICY #218.2)

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

WEAPONS (POLICY #218.1)

Possessing a Weapon - Pursuant to subsection B of Section 1317.2 of the Pennsylvania School Code, a school district or an area Vo-Tech school shall expel for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, into any school sponsored activity or onto any public conveyance providing transportation to a school or school sponsored activity.

Weapons and replica of weapons are forbidden on school property. Weapons shall be defined as any animate or inanimate device, instrument, materials or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any tool, instrument, or implement capable of

inflicting serious bodily injury, including but not limited to: metal knuckles, straight razor, explosives, noxious irritating or poisonous gases, poisons, tasers and stun guns, drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents, patrons or any other person.

The District or area vocational school shall expel for a period of not less than one year, any student determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidence of students possessing weapons will be reported to the student's parents and shall be reported to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may prescribe special conditions and procedures to be followed before giving such authority.

Students and parents shall refer to **Policies #218 and #233** for additional information regarding weapons violations.

OVERT SUICIDAL THREAT/ACTION

If a student demonstrates what is considered either a suicidal threat or suicidal behaviors, as determined by a formal interview with one or more of the building professional staff members (for example: School Psychologist, School Principal/Assistant Principal, Guidance Counselor, or Case Manager), the following procedures will be followed to assure the student receives the proper mental health support prior to their return to class:

Prior to resuming any classes or school activities, the student and the parent will attend a safety meeting with the building safety team. The student and the parent shall be required to present a written statement from a psychiatrist or mental health professional indicating that it is safe for the student to return to school and that he/she does not pose a current threat to self or others.

During this meeting, student and parent will be asked to agree in writing that no information concerning the crises situation/evaluation or any subsequent treatment will be discussed with peers on school grounds either during the school day or at any school function.

Failure to agree to any part of this policy may result in the student not being readmitted to the school district until compliance is met.

DRESS CODE (POLICY #221)

We believe there is a correlation between how one dresses and how one behaves. All students are encouraged to dress in a manner which reflects pride in self, in family, and in school. Students' dress and grooming are primarily the responsibility of students and their parents/guardians. Parents, guardians, and school authorities have an obligation to counsel students about dress and grooming and to adopt practices that will be conducive to establishing a favorable atmosphere for learning

which is free from distraction and gives consideration to the health and safety of students.

The following regulations will be observed:

- Extremes in apparel or jewelry, which are: distracting, disruptive, disrespectful, revealing, or unsafe will not be permitted.
- Clothing or jewelry displaying: alcohol, drugs, tobacco, weapons, violence, obscenities, lewd or illegal behavior, sexual overtones, satanic/cult references, double meanings, or any reference that is disruptive to the educational environment will not be permitted. Any jewelry item that is an impediment to the safety of the student or that of others must be removed at the request of a staff member.
- Undergarments or sleepwear worn as outer garments are not permitted. Clothing may not be worn in such a manner that allows undergarments to be seen. Pants, shorts, skirts, must be secured and worn no lower than the hip; "Sag" style is not appropriate.
- Bare midriff clothing, see-through shirts, low-cut tops and/or dresses, thin-strapped tops and/or dresses, tube tops, and muscle shirts and extreme shorts or skirts will not be permitted. Acceptable length of shorts and skirts will be at the discretion of administration.
- Heavy boots with black lug soles will not be worn in school.
- Hats, caps, bandanas, or other head covering may be worn while in the general areas (hallways and cafeteria etc.) but students are asked to remove them when entering the instructional classroom at their teacher's discretion.
- Any items that might be used as weapons, i.e. chains, ropes, heavy bracelets or oversized rings will not be allowed.
- Torn or ragged clothing will not be permitted.
- Outerwear (coats/jackets) must be placed in lockers or on coat hooks during school.
- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are prohibited.

STUDENT RECORDS (POLICY 216)

In the Garnet Valley School District, student records are compiled to assist students, parents/guardians, teachers and school administrators. Student records plot the progress of each student. By studying general academic and standardized test score records, parents/guardians may learn how well their children perform in all subject areas.

Sometimes students experience physical, behavioral, or learning problems during the course of their formal public education. Comprehensive records can help pinpoint problems. Teachers, guidance counselors, other school officials and parents/guardians can work with students to determine solutions and help students make wise decisions about course selections and career planning.

How Are Records Classified?

All student records are classified in three basic categories.

Group I includes the student's:

- Names, address, telephone number, birth date, race, sex, dates of school entry and withdrawal;
- Academic grades and class rank (high school);
- Attendance record;
- Names and addresses of parents or guardians;
- Participation in school activities, awards and letters of recommendation; and
- Administrative records (enrollment, parent/guardian letters).

Group II includes the student's:

- Health record;
- Serious or recurrent behavior patterns;
- Interest inventories; and
- Systematically gathered teacher, counselor or psychologist ratings and observations.

Group III includes the student's:

- Psychological reports (when applicable);
- Legal or clinical findings (when applicable);
- Certain personality tests (if given); and
- Confidential diagnostic and disciplinary matter.

In order to operate efficiently, the Garnet Valley School Board authorized collection of all Group I and II information by school officials. This process is called "representational consent."

Schools must have written consent from parents/guardians before collecting any Group III information. When school officials request consent, they present a written request which includes details regarding methods of collection, application of results, how results will be retained, who may see the results and under what conditions.

Schools must have written consent from parents/guardians before collecting any Group III information. When school officials request consent, they present a written request which includes details regarding methods of collection, application of results, how results will be retained, who may see the results and under what conditions.

A separate School District confidentiality statement on pupil records has been developed for exceptional children. This statement further delineates statements on confidentiality that appear in

the overall Garnet Valley School District Student Records Policy.

Who May See the Records, and Why?

Parents/guardians have the right to review all information in their student's records. Parents/guardians must send a written request to be answered by a school official within three working days. A qualified school official will be available to interpret the records for parents/guardians.

This right to access information includes the right to challenge the validity of any information. If a parent or guardian wants to contest the significance or application of the recorded information, that parent/guardian can have a formal hearing with the Student Records Panel within 30 days of a written request. The Panel may decide to change, revise or delete the information challenged.

Parents/guardians have a right to access student records by notifying school officials and/or guidance counselors at their child's school.

The members of this Student Records Panel shall be determined by the Superintendent.

How Are Student Records Collected?

- Student records may not be sent to any non-governmental, non-educational officials or other persons without the written consent of parents or guardians.
- Procedures for getting permission to send student record information vary depending on the category of information.
- The school may provide "anonymous" information for research purposes, if the interested party can guarantee that no student can be identified
- School officials must release information to comply with "judicial orders" after any lawfully issued subpoena has been delivered to school officials. The school will notify parents/guardians.

How Long Do Schools Keep Records?

- Group I records are stored according to State requirements.
- School officials destroy all Group II information after the students leave Garnet Valley.
- Group III information is destroyed each year or may instead be transferred to Group II if officials can clearly demonstrate its usefulness. If transferred, school officials must provide parents/guardians with an explanation for the transfer. Eighteen year old students may legally determine or control where their records may be sent.

ATTENDANCE (POLICY #204)

Absences and Excuses:

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, pupils in

the Garnet Valley Schools may be excused temporarily from school attendance for the following reasons:

- Sickness
- Quarantine
- Death in the immediate family
- Weather so inclement so as to endanger the health of the child or make roads impassable
- For observance of a major religious holiday
- College visits, pre-approved educational trips

Parents/guardians shall provide a written explanation for the absences of a child. These shall be required in advance for types of absences where advance notice is possible. In instances where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justifiable. Three consecutive days of absence will require a doctor's note.

In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education. Absences for a portion of the school day and tardiness will be considered on a cumulative basis and may be translated into equivalent days. Absences not listed above or approved on a special basis by the school administration shall be unlawful. Unlawful absences shall include absences which result from parental neglect and illegal employment. Excuse notes shall be completed and turned in to the School District by the student, within three days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and illegal, and the school laws of Pennsylvania shall be applied accordingly.

Truancy:

Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania School Code. See also the disciplinary action for truancy as a Level II offense in the Disciplinary Action Schedule.

Excuse Blanks/Absences/Attendance:

Excuse blanks, completed with the necessary data, are to be turned in by the student within three days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and illegal and the school laws of Pennsylvania shall be applied accordingly. (SEE ABSENCES AND EXCUSES AND TRUANCY).

The School Attendance Register, Department of Public Instruction, is the official manual on matters of ATTENDANCE.

The following procedures shall be followed in administering the Garnet Valley School District's attendance procedures in regard to absences:

Truant is defined by the State of Pennsylvania as 3 (three) or more days of **unexcused** absences during the current school year.

Habitually truant is defined by the State of Pennsylvania as six (6) or more school days of **unexcused** absences during the current school year..

Absences

1. The following are the only reasons that a student will be excused from school:
 - a. Sickness
 - b. Quarantine
 - c. Death in the immediate family
 - d. Observance of a major religious holiday
 - e. Recovery from an accident
 - f. Required court attendance
 - g. College visits, pre-approved educational trips (up to 5 days)
2. Parents/guardians shall provide a written explanation for the absences of a child. This note must include the parent's name, signature, the date of the absence and the reason for the absence. All notes must be received within 3 days of the absence or the absence becomes **unexcused**.
3. Truancy guidelines:
 - a. The parents of all students who are absent for 3 days of **unexcused** absences during the current school year will be notified in writing within 10 days that the child has been truant.
 - b. The parents of all students who are absent for 6 days of **unexcused** absences during the current school year will be notified in writing that the child is considered to be habitually truant and a School Attendance Improvement conference will be requested.
 - c. The parents of all students who miss 10 days, even if the days are excused shall be notified in writing of the student's absence record. A maximum of **10 parental excuses** may be provided per school year. Once the student has reached 10 parental excuses all remaining absences must be from a doctor or the absence will be considered unexcused.
 - d. A habitually truant student under the age of 15 may be referred to a school-based or community-based attendance improvement program or Children & Youth Services (CYS). The school may file a citation with the Magisterial District Judge against the parent/guardian.
 - e. A habitually truant student age 15 or older may be referred to a school-based or community-based attendance improvement program or the school may file a citation with the Magisterial District Judge against the student or parent/guardian.
4. Additional High School Guidelines:
 - a. Credit will be denied for those students who accrue more than 20 absences in a course. Those students who miss more than the allotted days will receive the grade for the course but not the credit.

- b. Unlawful absences due to truancy or cutting class will result in a F grade for all class work missed that day.

Cumulative Absences:

- I. Excused Absences - Those absences where any licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or classes, or is prevented from study because of illness or other urgent reason including but not limited to the following:
 - A. A maximum of seven (7) days absence for students verified by parent note. All absences beyond the seventh day of absence will require a physician's note.
 - B. Family vacation, pre-approved by the principal, while school is in session, up to a maximum of five days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
 - 1. The student's academic standing
 - 2. The student's attendance record
 - 3. The effect the absence will have on the student's educational welfare
 - 4. The exceptionality of the request
- II. Unexcused /Unlawful Absences - Any absence which does not meet the definition of an excused absence including, but not limited to the following:
 - A. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
 - B. Any absence not excused by a physician's note after ten (10) absences verified by receipt of parent excuses.
 - C. Truancy - frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
 - D. Class cut
 - E. Unexcused lateness to school that results in an absence from fifty percent (50%) or more of a class period.
 - F. Any absence due to a family vacation while school is in session after the fifth (5th) of the five (5) day maximum per school year.

Non-cumulative Absences:

- I. Suspension from school
- II. Illness verified by a physician's note submitted within three (3) days of a student's return

- III. Death in the family
- IV. Religious holidays
- V. Pre-approved college visit

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, or family emergency

LATENESS TO SCHOOL - SECONDARY (each semester):

- I. Each semester, the first two offenses will be recorded as a late arrival on a student's absence record .
- II. The third and fourth offenses, regardless of when they occur, will result in the student receiving one day of detention for each.
- III. The fifth offense and every other offense will result in a Saturday detention.
- IV. High School - At the ninth and subsequent latenesses, students will lose their driving privileges.

Early Dismissal:

- I. Each school shall establish procedures to validate requests for early dismissal to assure that students are released only for the proper reasons and into the proper hands.
- II. No student may be released on the basis of an unvalidated telephone call.
- III. Children of estranged parents may be released only upon the request of the parent who has actual or de facto custody. If there is a dispute concerning which parent has actual or de facto custody, the superintendent or his/her designee may be contacted; but if he/she is unavailable, then the district's solicitor may be contacted.

BULLYING (POLICY #249)

The Garnet Valley School District recognizes that bullying and intimidation have a negative effect on the learning environment. Students who intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

It is the Board's belief that in order to foster an ideal learning environment, bullying of any student shall not be tolerated.

I. School Personnel Intervention

The District expects school personnel who observe or become aware of an act or series of acts that he/she believes to constitute bullying to take immediate, appropriate steps to intervene, unless such intervention would be a threat to the school personnel's safety. If the school personnel are unable to intervene or believe that his/her intervention has not resolved the matter, or the objectionable action persists, he/she shall report the bullying to the school

principal or his/her designee for further investigation.

II. **Report by Students or Parents**

The District expects students and parents who observe or become aware of an act or series of acts that they believe to constitute bullying to report it to the school principal or his/her designee for further investigation.

III. **Consequences/Intervention**

Students found to have bullied others shall be subject to the consequences set forth in Board **Policy #218**, Student Discipline. Further, students may be subject to counseling.

Depending on the severity of the incident, the principal or his/her designee may also take appropriate steps to ensure student safety. These may include, but not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents.

The District may elect to develop and implement bullying prevention or educational programs.

IV. **Retaliation and False Charges**

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

V. **Definitions**

A. **Bullying** - an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting, that is severe, persistent or pervasive; and has the effect of doing the following:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

Examples of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors; false accusations; and social isolation. Note: mutual "teasing" should not be confused with bullying behavior.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, instant messaging, email, and social networking sites shall be subject to this policy.

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

TRANSPORTATION PROCEDURES AND REGULATIONS

The School District is responsible for the safety of all students using bus transportation. No pupil will be permitted to conduct himself/herself in such a manner that could endanger his/her own safety or that of others. The school bus driver has authority over students during the time they are on the bus.

Bus Conduct:

Protection and safety of all children is the primary responsibility of the school bus driver and must take precedence over all other considerations while children are occupying the bus. Subject to the limitations set forth herein, the school bus driver shall endeavor to enforce the School District Bus Conduct.

The Garnet Valley School District has the authority to make responsible and necessary rules governing the conduct of students in school. All students are considered under the jurisdiction of the bus conduct regulations if they are being transported via a District sponsored vehicle. The Board of School Directors is responsible for the adoption of policies and establishment of criteria and procedures governing discipline related to transportation for both public and nonpublic school students.

Public school students who fail to comply with the rules may be suspended and/or removed indefinitely from his/her bus if the violation warrants. More serious incidents may involve suspension from school and possible police action.

In accordance with the identical transportation rules and consequences which apply to public school students, the District may refuse to provide transportation or provide reimbursement for any such transportation or to in any other way comply with Act 372 for a nonpublic school student who violated the District's discipline regulations.

Bus conduct for special education students shall be in compliance with special education regulations.

Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

Administrative Guidelines pertaining to safety and conduct as follows:

- The driver may direct the students to behave. If misconduct persists, the driver shall refer, in writing, on a form provided by the School District, the pupil(s) to the applicable school principal, or his/her designee, to review the matter. Only where the health, safety and welfare of other pupils on the bus are in danger may the driver take reasonable and appropriate corrective action to enforce the Bus Conduct. Administrative Guidelines pertaining to safety and conduct. However, at no time may a bus driver order a student off a bus other than at the normal bus stop for the District or in the custody of a School District administrator or his/her designee.
- The school principal, or his/her designee, shall investigate each disciplinary referral and shall give the pupil(s) accused of misconduct an opportunity to respond. Any disciplinary action shall be in accordance with the Disciplinary Responses and/or policies on Suspension and Expulsion. The driver may or may not be asked to be present for any resulting conferences

and hearings.

- Removal of bus privileges may occur where bus offenses are involved. A three (3) day suspension from the bus may result if a student receives more than one school bus misconduct referrals.

Specific provisions concerning public school pupil behavior on school buses shall be set forth in the Administrative Guidelines.

Bus Stops:

Level I

At the bus stop students shall:

- Be on time and arrive at the bus stop at least five minutes before the scheduled bus arrival (others are depending on the bus to keep schedule).
- Always conduct themselves in an orderly manner.
- Wait in a safe place that is clear of traffic and off of the street or the highway.
- Not play games or chase anyone (someone may run out into the street or highway in front of traffic).
- Be sure the road is clear and wait for the driver's signal before crossing the road; crossing in front of the bus.
- Enter the bus promptly in an orderly manner after the bus comes to a complete stop.
- Cross the road or street in front of the bus after exiting the bus, stopping in front of the bus and checking that traffic has stopped in all directions.
- Not commit minor infractions of unacceptable behavior.
- Not disrespect their peers.
- Not possess or utilize technology/electronic devices in violation of **Policy #237**

Level II

Students shall:

- Not run after a moving bus or through traffic.
- Not play on, vandalize, or litter private property.
- Not commit other more serious infractions of unacceptable behavior.
- Not commit acts of insubordination.
- Not fight with others.

- Not use foul or abusive language.
- Not verbally assault or intimidate others.
- Not bully, intimidate or engage in peer conflict/disrespect.
- Not possess or utilize personal technology/electronic devices in violation of Policy 237

Level III

Students shall:

- Not damage private property at a bus stop
- Not push others toward a moving vehicle.
- Not commit any act punishable under the Pennsylvania Crimes Code or other more serious infractions of unacceptable behavior.
- Not physically assault others.
- Not possess weapons.
- Not commit arson, bomb threats, or other terrorist related activities.
- Not use controlled substances
- Not extort, harass, bully or engage in intentional contact with others.
- Not commit acts of theft.
- Not endangering the safety of anyone on the bus in any way.

Aboard the Bus:

On the bus students must be seated before the bus moves and remain seated while the bus is in motion.

Level I

Students shall:

- Follow the directions of the driver the first time they are given.
- Not distract the driver's attention by engaging in loud talking or disorderly behavior while the bus is in motion.
- Go directly to an available seat or assigned seat when entering the bus.
- Not save seats for friends which unduly limits bus seating capacity.
- Remain seated and keep aisles and exits clear.

- Be permitted to carry only objects that can be held on their laps.
- Not eat, drink or chew gum on the bus.
- Not litter on the bus.
- Not commit minor infractions of unacceptable behavior.
- Not disrespect their peers.
- Not possess or utilize personal technology/electronic devices in violation of **Policy #237**

Level II

Students shall:

- Not tamper with the bus or any of its equipment.
- Not throw or pass objects on, from or into the bus.
- Not use tobacco, matches or any open flame on the bus.
- Not carry hazardous materials, nuisance items and animals on the bus.
- Not leave or board the bus at locations other than the assigned stops at home or school.
- Not extend any part of their body or objects out of the bus windows.
- Not commit other more serious infractions of unacceptable behavior.
- Not commit acts of insubordination.
- Not fight with others.
- Not use foul or abusive language.
- Not verbally assault or intimidate others.
- Not bully or harass others.
- Not utilize personal technology/electronic devices in violation of **Policy #237**

Level III

Students shall:

- Not hitch rides via the rear bumper or other parts of the bus.
- Not vandalize a bus or bus equipment.
- Not commit any act punishable under the Pennsylvania Crimes Code or other more serious infractions of unacceptable behavior.

- Not physically assault others.
- Not possess weapons.
- Not commit arson, bomb threats, or other terrorist related activities.
- Not use controlled substances.
- Not extort, harass, bully or engage in intentional contact with others.
- Not commit acts of theft.
- Not endanger the safety of anyone on the bus in any way.

Bus Discipline:

Student misbehavior on the bus will necessitate disciplinary action by the building principal or his/her designee. The discipline will be based on the above expectations outlined under Bus Stops and Aboard the Bus.

Elementary

Level I

- A. First Offense - Verbal warning and/or assigned seat
- B. Second Offense - Assigned seat and parent call
- C. Third Offense
 1. Meeting with driver
 2. Parent call and/or meeting
 3. Suspension from the bus (one to three days)
- D. Fourth Offense - Automatic Level II, second offense

Level II

- A. First Offense
 1. Assigned seat
 2. Parent phone call
- B. Second Offense
 1. Parent call and/or meeting
 2. Possible two to three day suspension from the bus
- C. Third Offense - Automatic Level III

Level III

- A. First Offense
 - 1. Meeting with driver and parent
 - 2. Possible five day or more suspension from the bus

Secondary

Level I

- A. First Offense - Verbal warning and/or assigned seat
- B. Second Offense - Assigned seat and parent call
- C. Third Offense
 - 1. Meeting with driver
 - 2. Parent call and/or meeting
 - 3. One to three day suspension from the bus

Level II

- A. First Offense
 - 1. Parent call and/or meeting
 - 2. Possible one to three day suspension from the bus
- B. Second Offense
 - 1. Parent call and/or meeting
 - 2. Possible three to five day suspension from the bus
- C. Third Offense - Automatic Level III

Level III

- A. First Offense
 - 1. Meeting with the driver and parent
 - 2. Possible 10 day suspension from the bus

NOTE: If the administrator considers the committing of an offense to be a serious threat to the health, safety or welfare of others, he/she may extend the suspension from the bus beyond the normal suspension as long as the suspension does not exceed the remainder of the school year.

TRANSPORTATION VIDEO/AUDIO RECORDING

The Board recognizes that misconduct on board a bus jeopardizes the safety of all passengers and the limited use of video/audio monitoring will help ensure safety by serving as a deterrent to misbehavior.

I. **Authority**

The Board has the authority to make reasonable and necessary rules governing the conduct of students in school, including traveling to and from school.

The responsibility for maintaining reasonable discipline on board the District's school buses begins with the individual driver. Bus incident reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as per existing District guidelines or procedures.

To assist with discipline control, the School District is authorized to purchase, maintain and equip school buses with video/audio cameras and housings capable of holding and utilizing a video/audio camera for rider surveillance. District Administrators and officials shall determine when buses will contain cameras. In particular, cameras shall be placed on buses on a random basis as well as in response to specific requests.

II. **Notification**

On each bus where a video/audio camera housing has been placed, a warning shall be posted informing the riders that a video/audio monitoring system may be used at any time. In addition, at the beginning of each school year notification shall be sent informing parents that buses shall have video/audio monitoring systems which may be used at any time. However, failure of a parent to receive such a notification does not preclude the use of video/audio tape in any subsequent student disciplinary or other legal proceedings.

III. **Use of Recorded Documentation**

Reviews of video/audio tapes shall be limited to the Principal, Supervisor of Transportation, the Superintendent's Designee and the Superintendent. However, video/audio tapes may be used in expulsion hearings if the video/audio tape provides evidence in the case or in cooperation with law enforcement when in compliance with FERPA. Otherwise, video/audio recordings shall be routinely erased/eliminated when the video/audio tape equipment automatically resets.

IV. **Destruction of Records**

Video/audio taped documents of misbehavior will be preserved only until any disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

V. **Parent Screen Rights**

A request for viewing a video/audio tape may be made by a student's parents or guardians if the students have been video/audio taped and disciplinary action has been recommended. All requests shall be in writing and addressed to the Principal of the student's school. Parents may only view the portion of the tape that documents the alleged misbehavior of their child on the bus. All viewings shall be in accordance with FERPA.

PERSONAL TECHNOLOGY DEVICES (POLICY #237)

Personal Technology Devices shall only be permitted and utilized in accordance with this manual and Board **Policy #237**. Violations may result in disciplinary action and may result in confiscation of the personal technology device by school personnel and/or transfer of personal technology to law enforcement agencies.

Personal Technology/Electronic devices are defined as any device capable of capturing, storing and/or transmitting information, including text, audio and/or video data not owned by the District. These include, but are not limited to such devices as:

- Cellular telephones and smartphones
- Handheld, tablet, and laptop computers
- Digital music players
- Digital and video cameras

Network shall be defined as the group of interconnected computer systems, both wired and wireless, owned and used by the District in order to share analog and digital information, both voice and data, and access technology and the Internet.

The District will monitor the use of all personal technology and, if connected to the Network, monitor and log Network utilization which may include inspection. The District reserves the right, in its sole discretion, to inspect, copy, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the Network or the Internet.

In addition, the use of personal technology shall not violate local, state, or federal law. District Policies including Acceptable Use of Internet (**Policy #815**), Computer and Network (**Policy #237**) or the District Discipline Policy (**Policy #218**) The student may not bring personal technology if the student or student's parents have opted out of the Acceptable Use Policy.

- I. **Cellular Telephones** - Use of cellular telephones and smartphones shall follow all District policies and shall not be used in a manner that causes a disruption of school activities. Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on District property or while a student is engaged in District sponsored activities unless expressly authorized in advance by the building Principal or designee.
- II. **Handheld, Tablet, and Laptop Computers, Digital Music Players and Digital and Video Cameras** - Use of these devices shall be restricted to classroom or instructional related activities. Personal technology can be connected to the Network, including access to the Internet under the following conditions:
 - A. The student must follow the process defined by the Technology Department for connecting personal technology to the District Network.
 - B. A Bring Your Own Device Technology Agreement must be filled out annually and returned to the Technology Office prior to accessing the Network or Internet.

- C. The District retains the right to determine where and when personal technology may access the Network. The District has preferred access to the Network and a; Network devices.
- D. As applicable, all personal technology should be running up to date virus detection software and operating system critical updates prior to accessing the Network.
- E. Software residing on personal technology must be personally owned. The student must be able to provide evidence of proper licensing for all software installed on the Personal Technology Device when requested.
- F. District owned software may not be installed on personal technology without written permission from the District.
- G. Any software or application that degrades Network performance that consumes resources and/or bandwidth, or that is prohibited by District technology guidelines must not be used while connected to the Network. This may include instant messaging, an ISP client, file sharing, streaming applications, and any software identified as a threat to District computer security.
- H. Installation of a Network device such as a personal wireless access point, router, hub or switch is prohibited.
- I. Users may not create, implement, or host their own servers or services while using personal technology at any time.
- J. Users may not run software or take any actions that evade or interfere with the District's ability to monitor Network use, scanning or reconnaissance or have the ability to "hack" into or in any way access private and/or confidential Garnet Valley School District or other third party resources or information.
- K. File storage on the Network is limited to schoolwork only.
- L. The District is not responsible for any equipment, cabling, or software needed to connect to the Network or technology resources. The District will provide no technical support for the personal technology.
- M. The Director of Technology or the Superintendent or his/her designee has the right to deny the connection of personal technology to the Network. Personal technology may be removed from the District Network at any time or for any reason on the recommendation of personnel listed above.

The District shall not be liable for the loss, damage or misuse of any personal technology brought to school by a student or to the inadvertent loss of data or interference with files for any reason. The user of the personal technology shall bear the costs of ensuring compliance with District **Policy #237**. Responsibility for the maintenance and repair of personal technology rest solely with the student.

SOCIAL MEDIA & MESSAGING GUIDELINES

The Garnet Valley School District recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist District employees, coaches, parents, and students in navigating the appropriate use of social media tools in their professional and personal lives. Social media includes any form of online publication where end users post or engage in conversation and include blogs, wikis, podcasts, virtual worlds and social networks.

To this aim, the Garnet Valley School District has developed the following guidelines to provide direction for instructional employees, coaches, students and the school district community when participating in online social media activities. The Garnet Valley School District social media guidelines permit employees to participate in online social activities while keeping social boundaries intact. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by the Garnet Valley School District teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy.

Definitions - Social Media includes websites that incorporate one or more of the following:

- **Blogs** – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs. Some websites enable individuals to create free standing blogs, other special interest websites use blog tools and message forums to engage users.
- **Microblogs** – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.
- **Social networks** – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Facebook and Instagram tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking.
- **Media sharing** – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searchability. Examples include YouTube, Flickr, Picasa, and Google Video.
- **Wikis** – are resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher. Wikipedia is an example.
- **Virtual worlds** – Web or software-based platforms that allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Second Life and other virtual worlds are used for social purposes and e-commerce, non-profit fundraising, and videoconferencing. Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using School District provided websites, platforms, resources, or documents. Examples include but are not limited to Google Apps, Ning, Teachertube, Moodle, and other Learning Management Systems.

SOCIAL MEDIA GUIDELINES FOR STUDENTS

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Garnet Valley School District should adhere to when using social media or technology tools. Any violations of these Guidelines may result in disciplinary measures as described in Board Policy on Student Discipline, a copy of which students receive at the beginning of the school year.

- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA)

The purpose of FERPA is to protect the privacy of student records. The law assures that educational records which are vital to the appropriate education of a child are accessible to the school professional workings with that child. Detailed information on this policy may be found in the Student Records portion of this manual.

GARNET VALLEY DISTRICT POLICIES (IN NUMERICAL ORDER)

#113.1	Discipline of Students with Disabilities
#121	Field Trips
#123	Interscholastic Athletics
#130	Homework
#203	Immunizations and Communicable Diseases
#204	Attendance
#207	Confidential Communications of Students
#209	Health Examinations/Screenings
#210	Use of Medications
#210.1	Possession Use of Asthma Inhalers
#212	Reporting Student Progress
#213	Assessment of Student Progress
#216	Student Records
#217	Graduation Requirements
#218	Student Discipline
#218.1	Weapons and Dangerous Instruments
#218.2	Terroristic Threats/Act
#220	Student Expression/Distribution & Posting Material
#221	Dress and Grooming
#222	Tobacco Use and Possession
#223	Use of Bicycles and Motor Vehicles
#224	Care of School Property
#225	Students and Police
#226	School Search and Seizure
#227	Drug and Alcohol Awareness
#233	Suspension and Expulsion
#235	Student Rights/Responsibilities/Surveys
#237	Electronic Communication Devices
#246	Student Wellness
#247	Hazing
#248	Unlawful Harassment
#249	Bullying/Cyber bullying
#250	Student Recruitment
#251	Homeless Students
#255	Educational Stability for Children in Foster Care
#708	Lending of School Owned Equipment and Books
#713	Video Camera Surveillance
#810.2	School Bus Surveillance
#814	Copyright Material
#815	Acceptable Use
#907	School Visitors
#913.1	Commercial Activities
#919	District/School Report Cards