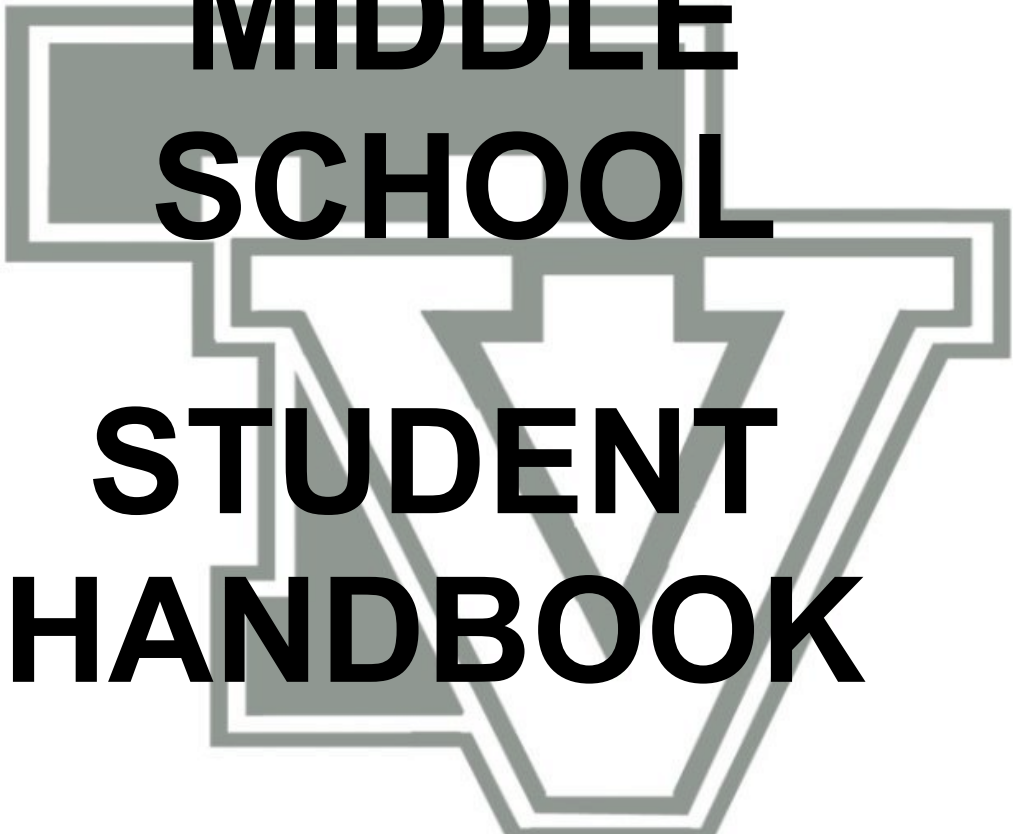


The logo is a large, stylized letter 'V' composed of multiple concentric, slightly offset lines, creating a 3D effect. It is centered behind the text.

TWIN VALLEY MIDDLE SCHOOL STUDENT HANDBOOK 2026-2027

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ATTENDANCE PROCEDURES

Attendance Policy

The Board of Education requires that school-aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the Commonwealth. The educational program offered by this District is predicated upon the presence of the pupil, which is required for continuity of instruction and classroom participation. Excessive student absence is disruptive to the educational process and therefore harmful to our students and to our society. The regular contact of pupils with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Resident children shall be entitled to attend the District's public schools from the earliest admission age to the District's Kindergarten school program until the age of 21 years. School attendance is compulsory from the time the parent or guardian places the student in school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age, unless the student has graduated from school. No student shall be admitted to the District's schools who attained a high school diploma or equivalent unless such student is part of a foreign exchange program.

Full Attendance Required

Students are required by law to be in full attendance each school day unless absent for an approved reason, which is defined herein as an excused absence. Any absence not approved shall be deemed to be an unexcused absence. The building principal(s) shall approve excused absences and determine when an absence is unexcused.

Parent Call-In

Twin Valley Middle School requests a parent or guardian to call the school when your child is absent. Although a telephone call has been made, a written excuse is still required. The excuse form (forms are provided by the office or may be downloaded from the school website at [District Attendance](#)) must be received by the school within three days of the student's return to school. If no excuse is received within three days, the absence will be unexcused.

Student's Obligation Upon Reporting to School

All students must report directly to Period 1 class. If a student enters this period late and unexcused, this offense will be classified as tardy. If a student arrives at school after the initial attendance period has ended, he or she must report to the Main Office. Any student who fails to do so will be charged with an unexcused absence for the entire day.

Excused Absences

The guidelines governing excused absences are established by the Department of Education and may be found in Chapter 11 of Title 22 of the Pennsylvania School Code. The parents of a student are responsible to see that each child is in lawful school attendance. Therefore, any request that an absence be approved as an excused absence must be requested, in writing, from a parent.

Excused Absences

- Observance by a student of a bona fide religious holiday in accordance with the student's religious beliefs.
- To obtain health care from a licensed practitioner, on those occasions when it is not practical or possible for the student to receive such health care after school hours, absence hereunder shall be limited to the minimum time necessary to receive the required health care.
- Illness
- Family emergencies
- Prearranged doctor and dental appointments
- Authorized school activities
- Approved student educational trips

Unlawfully or Illegally Unexcused Absences

- Absence from school with parent/guardian's consent for reasons other than those considered excusable
- These are absences that would be classified or marked as "parental neglect," "illegal employment," or "truancy." The mere fact that a parent has written an excuse does not mean the absence is "excused." Excuses of a doubtful nature will be investigated.
- Leaving school during school hours without authorization
- Truancy Day(s) - Absence from school without knowledge or permission of parent/guardian and school administration
- Specific Unsatisfactory Excuses

In addition to the limitations previously set forth in this policy, students are specifically placed on notice that unsatisfactory excuses may include but not be limited to the following:

- Missing the bus
- Oversleeping
- Automobile failure
- Cutting class
- Failure of parent to arrange for childcare

Tardiness

Tardiness, like absence, can be an interruption of the educational process and should be avoided. When students report to school late, they should present a note from the parent with the reason for the tardiness. Habitual tardiness to school, if unexcused, will result in assignment of detention.

TVMS Bell Schedule

 [Bell Schedule](#)

Early Dismissals

Early dismissals should be requested for emergencies only. Students are to bring a signed note to the office. Please attempt to arrange doctor and dentist appointments for after school hours. Parents must sign out their student in the office when they leave school. If the student returns before dismissal, he/she must sign in at the office before returning to class.

Releasing Children from School

Since the school is responsible to the parent for those hours the child is in school, these rules shall be observed:

- Children shall be released from school only to their parents or to persons authorized by their parents.
- In case of illness, it shall be determined that the parent or reliable adult is at home before the child is sent home.
- If any police or court official requests dismissal of a pupil during school hours, parents should be notified at once.
- Requests for released time for dental and medical appointments shall be honored when it is impossible to arrange them on non-school time. A written request from the pupil's parents is necessary.
- Children shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.

Student/Family Trips

Vacations for students during the regular school term are discouraged. However, if it becomes necessary to remove a student to accompany parents on a trip, the parents are asked to submit a request using the [Campus Parent Portal](#). A student may be excused during a school year for up to five (5) days of absenteeism resulting from family or family-financed trips that have educational aspects. The request to be excused for a trip must be approved in advance by a building administrator. Approval will be contingent upon the student's academic progress, attendance record, and on the student's responsibility for keeping up with assignments during the trip. In the event that the request exceeds 5 school days, the parent will be required to submit a special request to the building principal. Families are encouraged to not take trips during the first or last five (5) days of a school year, or during published state standardized testing dates. The building principal will determine whether or not any additional days will be approved.

Illness or Other Urgent Reasons

An absence hereunder shall be deemed excused upon receipt of satisfactory evidence of a student's illness, physical injury, or upon other urgent reasons. Non-attendance by a student shall be for a temporary period. The term "urgent reason" shall be strictly applied and shall not permit irregular attendance.

Therefore, excused absence hereunder shall be limited to:

- Illness
- Physical injury
- Death in student's immediate family
- Other reasons properly deemed to be "urgent" by the building principal(s)

School-Sanctioned Activities

Absences from class for school-sanctioned activities, including but not limited to field trips, athletic events, and non-athletic events, shall be exempt from the 30-day excused absences limit described in this policy.

Tutorial Work

Upon parental request, a pupil may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the District's curriculum but only under the following circumstances. The excuse does not interfere with the regular program of studies; the qualifications of the instructor are approved by the Superintendent; any instruction or transportation costs associated with receiving tutorial instruction shall be the responsibility of the involved parent/guardian.

Excuse Cards

Upon returning to school following an absence, whether for a partial or full day, present the completed District [Report of Absence Form](#) signed by your parent/guardian to your Period 1 teacher. If the absence excuse is not presented to the Period 1 teacher within three consecutive school days upon returning to school, the day(s) absent will be marked as an unexcused absence.

Make-Up Work

Students are provided an opportunity to complete assignments missed because of absences. It cannot be assumed that the full benefit of missed work can be gained through merely make-up work, since it is clearly understood that the learning activity that takes place during the classroom period once missed can never be regained in its entirety. However, benefits can be received through assigned work. The guideline for missed work will be such that make-up work should be equal to the amount of time the student was absent. Arrangements for make-up work are the primary responsibility of the student and/or the student's parents. Extended time may be granted in cases where extra time is needed. Time and work may be made up after school, at home, or during school hours. Students who cut class or whose absence is illegal or unexcused may not make up any work missed on the dates of illegal or unexcused absences.

Homework

Homework can be an effective tool for learning and practice. Teachers will instruct students where assignments can be viewed online. In the event of an absence from school for illness, trips, or extended leave, parents are encouraged to make individual requests directly to their child's teachers.

Withdrawal From School

When a student is withdrawn from school for reasons of moving or to attend another school, the school should be notified two (2) days in advance. The student must secure a withdrawal form from his/her counselor and on the last day of attendance have each teacher initial the form showing what all obligations with each teacher are. All books and bills must be either returned or paid. Information as to where the student is moving and the name of the school district if possible must also be furnished on this form. After all obligations are taken care of, and proper information presented to the school, all grades and records will be released to the next school.

Excessive

Absences/Official Notifications

First Offense

- A first offense consists of three (3) or more days of absence without lawful absence. The District's official notice of absence is sent via registered letter to the parents emphasizing that if unlawful absence continues or occurs later in the year, then a fine will be issued by the local Magisterial District Justice.

Second Offense

- After the first offense notification has been sent, the next school day that the student is unlawfully absent becomes a second offense and requires a fine be assessed through the local office of the Magisterial District Justice. The Justice is notified of the names of the offending students and parents by a letter from the District. This fine is sent by the local Magisterial District Justice to the home by certified mail. If a parent fails to accept or pick-up the certified mail from the local Magisterial District Justice, a warrant or summons will be issued in his/her name. All attendance records are transferred from school to school during the school year and are enforceable in the event of student transfer.

Truancy Elimination Plan

When a student accrues unlawful absences, TVMS will develop a Truancy Elimination Plan, which will include such steps as student and parent re notifications and warnings, additional opportunities for excuse card submission, and personal meetings with school counselors and administrators.

Unexcused Absence and Academic Penalties

Every student's absence from school, or from any class a student is required to attend, which is not approved as an excused absence, shall be deemed to be an unexcused absence. The following penalties shall be imposed for unexcused absences.

- If a secondary student's unexcused absences from any class total more than eight (8) for a semester course or fifteen (15) for a full year course, the student shall not be granted credit toward graduation or promotion for any such semester course or yearly course.
- Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension of the student from the regular school program.
- The Board authorizes the Superintendent to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence.
- In addition, the District may be required to initiate court proceedings that may end in fines or other sanctions for truancy for students and their parents or caretakers.

Excessive Absences Whether Excused or Unexcused

If a student at the secondary level is absent from any class, excused or unexcused, more than fifteen (15) periods for a semester course or thirty (30) periods for a full year course on the last day of the semester or year, the student may not be granted credit toward graduation or promotion for any such semester course or year course for such course or courses. In any such event, the student shall not receive credit for each applicable course. Students at the elementary level who have more than fifteen (15) days of unexcused absences in any school year may not be granted promotion.

Exceptions to Student Penalties Imposed Under this Policy

Exceptions to the penalties established by this policy may be granted at the discretion of the principal(s) when, under the individual circumstances involved, it is reasonable and prudent to do so. An exception, for example, may be considered in an instance where a student is unavoidably absent as a result of a lengthy illness and is able, nonetheless, to satisfy the educational requirements of the course or courses involved. Upon return from an absence from school, the student shall provide a written statement signed by the parent/guardian and including the date of and reasons for the absence. If the written statement is not provided within three (3) school days following the student's return to school, the absence will be considered to be an unexcused absence. Each teacher shall maintain an accurate daily record of absences and tardiness for all students in the teacher's classes. The building principal will formulate definitions to distinguish among tardiness, half-day absenteeism, and whole-day absenteeism. For students of compulsory school attendance age, unexcused absences are illegal, and the District will implement the resulting actions as specified by state legislation. Class cuts and excessive tardiness will cumulate into equivalent days of unexcused absence.

Notification of Parents

The school will attempt to notify parents of continued absences from school and classes. Attempts will be made to verify receipt of probationary letters and review letters by having them sent through certified mail. Personal requests for notification on a more frequent basis will be handled through procedure(s) developed by the building principal(s).

Appeals/Reviews

If a student exceeds the maximum days of absence as outlined in this policy with no provision for substantial justification for the absence, the student will have the right to:

- Petition his/her case to be reviewed by the building level administration.
- Have the case reviewed by the Student Services Department.
- Petitions will be accepted only in cases where the petition is for relief from academic sanctions.
- Petitions will not be accepted for any disciplinary actions resulting from violations of this attendance policy.

BULLYING / CYBERBULLYING

Students who have been bullied should promptly report such incidents to the building principal or his/her designee. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the District's legal and investigative obligations. Bullying/ CyberBullying

can be reported by students or parents to teachers and/or administrators via email or by calling the TVMS Office. Students or parents on behalf of students who need to report any instances of suspected bullying can do so using this link: [TVMS Incident Report](#). Please note that these reports are not anonymous, are not monitored in real time, and are not for reporting emergencies (see an adult right away or call 911 or Safe2SaySomething). The full Board Policy regarding Bullying/Cyberbullying can be found at this link: [TVMS Bullying/Cyberbullying Policy](#) (Policy 248.1).

DISTRICT WELLNESS POLICY

The Child Nutrition and WIC Reauthorization Act (Public Law 108-265) requires all school districts in the state of Pennsylvania that participate in the National School Lunch and Breakfast Program to develop and implement a local Wellness Policy by July 1, 2006. The following goals and objectives were established by Public Law 108-265 and have been included in the Twin Valley School District's Wellness Policy:

- Goals for physical activity, nutrition education, and other school-based activities that are designed to promote student wellness.
- Nutrition guidelines for all foods available on the school grounds during the school day with the objectives of promoting student health and reducing childhood obesity.
- Assurances that any guidelines established for reimbursable meals at the local level will not be less restrictive than current federal regulations for meals served through the School Nutrition Programs.
- A plan for measuring the implementation of the Wellness Policy.
- A designee(s) at each school who is responsible for ensuring that the school meets the expectations of the Wellness Policy.
- A Wellness Committee composed of parents, students, and representatives of the school food authority, the School Board, school administrators, and the public to develop the Wellness Policy.

A complete copy of Policy 246 - Student Wellness is available through the Twin Valley School District Website at [Board Policies](#).

Health Services

Good health care is essential to student success. The school health services are designed to include a variety of functions that will assist in maintaining good health and they are the following:

- Physical examination by school or family doctor of all students in 6th Grade.
- Dental examinations by school or family dentist of all students in 7th Grade.
- Scoliosis screening by the school nurse for all 6th and 7th Grade students that a current private or sports physical is not received unless a written request from the parent is received requesting it not to be done.
- Hearing screening by school nurse on all students in 7th Grade.
- Vision screening of every student in the school by the school nurse.
- Height and weight is measured and Body Mass Index (BMI) is calculated on every student with the results provided to the parents.
- 7th Grade students are required one (1) dose of tetanus, diphtheria, cellular pertussis (Tdap) and one (1) dose of meningococcal conjugate vaccine (MCV), and written proof must be provided for the student's health record. Refer to <http://www.health.pa.gov> for school immunization requirements. When defects are found on any of the above tests performed at school, a notice is sent to the parents recommending follow-up care. The follow-up notice will be returned to the school nurse when it is completed by the doctor or dentist. Any medical problem concerning the student should be addressed to the nurse. Medication Policy will be followed when medications are to be given during school day. (See Pg. 9 of this student handbook).

Crutches, Wheelchairs, & Elevator Use

For students coming to school with crutches or a wheelchair for temporary use, a doctor's note stating the length of time the student will be utilizing such a device is to be given to the school nurse. The school is unable to supply crutches or a wheelchair for student use. For the use of the elevator, a doctor's order will also be required. If the elevator key is lost, the student will assume the obligation to replace it.

Daily Procedures to the Nurse's Office

- A pass will be obtained from a teacher before going to the nurse.
- A pass signed by the nurse must be presented to the teacher upon the student's return to class. No student is allowed to leave the health suite without the nurse's permission.
- When there is a need for a student to be sent home for illness/injury, the nurse will make necessary arrangements with the parent/guardian. Parents/Guardians are responsible for transportation of ill/injured students.

- Students who are ill/injured are not permitted to make their own arrangements to leave school, or they may be referred to a building administrator.
- The school cannot assume responsibility for injuries that did not occur at school. Students should not be sent to school ill/injured to be diagnosed by the school nurse.
- Students with infections such as conjunctivitis (pink eye) and impetigo are excluded from school according to school policy.
- Students with illnesses, allergies, operations, accidents, pregnancy, hospitalizations, or other health conditions occurring during the school year should report to the school nurse so that an accurate health record can be maintained for the child.

Emergency Cards

In order to remain current with the student's health, emergency cards must be filled out for each student, kept current, and returned to the health room for use in emergency situations. An emergency telephone number other than the place of residence is requested in case the student becomes ill/injured when the parent cannot be contacted at home. E-mail addresses would also be helpful. Parents should be prepared, if necessary, to transport the student from school.

Field Trips or Other School-Sponsored Activities

Any student who requires medication or a special medical procedure on a field trip must have parental consent to participate in the field trip, must provide appropriate instructions from the parent and/or the child's physician regarding the administration of medication or medical procedures, and will be based on student individual needs.

Immunizations

If your child is missing one or more of the immunizations listed below, they WILL NOT BE permitted to attend school until all immunizations are completed or a Statement of Exemption is completed. Any parent seeking a medical, religious, philosophical/strong moral, or ethical conviction exemption to the immunization law requirements must submit the [TVSD Immunization Exempt Form](#) or risk exclusion of your child from school. The form must be submitted to the school nurse. In accordance with immunization requirements from the Pennsylvania Department of Health and State Board of Education, all students Grades K-12 must have the following immunizations to attend school:

- DTP/DTaP (4 Doses) (1 Dose on or After 4th Birthday)
- Polio (4 Doses) (4th Dose on or After 4th Birthday & At Least 6 Months After Last Dose)
- MMR (2 Doses) (Measles, Mumps, & Rubella)
- Hepatitis B (3 Doses)
- Varicella (2 Doses) or Evidence of Chickenpox Disease
- Tdap (1 Dose) - Required to Enter Grades 7-12
- Meningococcal (MCV) (2 Doses) 1st Dose at 11-15 Years of Age (Required to Enter 7th Grade); 2nd Dose Required at Age 16 (Required to Enter 12th Grade)

Contact your health provider or call 1-877-PA HEALTH for more information.

Insurance

Information on school insurance will be available to all students. Students who participate in interscholastic athletics, band, and/or go on school trips must have insurance or have a waiver on file prior to the beginning of the activity.

Medication Use at School

Guidelines for the administration of both prescriptive and over-the-counter medications are necessary for both safety and control reasons in a school setting.

- Medications will be given only if an [Authorization for School Medication Administration Form](#) is completed in full. Forms can also be obtained from the school nurse or District website under Health Services.
- All medication must be brought to school by the parent in its original sealed container with the prescription label attached to the container, recorded, and logged in.
- Medications should be sent to school only when absolutely necessary.
- Medications that are to be taken three times a day should be given before school, after school, and at bedtime unless otherwise ordered by the physician.
- Any medication that a student is required to take during the school day must be turned into the school nurse.
- Students should not have medication in their possession at any time (other than those deemed able to self-administer and carry their epinephrine auto-injector and/or inhalers).

- No student may take medication in school without parent/guardian permission (permission on the emergency procedure card is limited to acetaminophen, ibuprofen, antacid, and throat lozenges).
- For over-the-counter or patent medications, the parent/guardian may be asked to obtain written permission from the physician. Like prescription medication, patent or over the counter medication must be plainly marked/labeled with the child's name, name of medication, and directions for administering the medication. A permission slip, signed by the parent or guardian must be sent with the medication with all needed instructions for administering the medication.

Only in the event of an emergency will District employees administer emergency medication in the absence of a school nurse in the building. It is specifically understood and acknowledged that the employees of the District will not be held liable for their actions in administering or failing to administer the medication.

Outside Food/Drink/Snack Policy

Students are permitted to bring snacks to school if they so choose. However, any food brought into school to share with the entire class must be in its original, store bought packaging. Homemade food items are not permitted.

Possession/ Use of Asthma Inhalers & EpiPens

As per Board Policy 210.1, the Board shall permit students to possess asthma inhalers and epinephrine auto injectors and to self-administer the prescribed medication used to treat asthma when such is parent/guardian authorized. Before a student may possess or use an asthma inhaler or epinephrine auto-injector during school hours, the Board shall require the following: The student's physician and parent/guardian will complete the "Authorization of School Medical Administration Form" that includes the following:

- A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner. or physician assistant.
- A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the physician, certified registered nurse practitioner. or physician assistant that states the following: name of the drug, prescribed dosage, times medication is to be taken, length of time medication is prescribed, diagnosis or reason medication is needed unless confidential, potential serious reaction or side effects of medication, emergency response, and if child is qualified and able to self-administer the medication.
- The student shall be made aware that the asthma inhaler or EpiPen is intended for his/her use only and may not be shared with other students.
- The student shall notify the school nurse immediately following each use of an asthma inhaler or EpiPen.

Prescribed Medication

Medication supplied by a pharmacy as prescribed by a physician must be presented to the nurse or school office in the original sealed container, properly labeled, along with a parental note giving permission for the school nurse to give the medication to the child. In cases where a physician dispenses medication, a "Medication Certificate" must be supplied for the school nurse. This form may be obtained from the school nurse, District website under Health Suite, or from the physician's office, but must provide the following: date of prescription, name of student to receive medication, name of medication, directions for giving medication (dosage, timing, number of days), diagnosis (reason for taking medication), signature of physician, and signature of parent granting permission for the medication to be given in school.

DRESS CODE POLICY

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

A well-groomed and neatly dressed student body sets a tone and positive atmosphere conducive to learning. Students should be neat, clean, and dress responsibly in ways that reflect good taste and modesty. When representing the school at off campus events, students should dress appropriately or as directed by a school official. Please observe the following guidelines when considering how to dress for school:

- Clothing and accessories that refer to or promote alcohol, tobacco, vaping and/or drugs are not permitted in school.
- Clothing and accessories that display inappropriate words, slogans, logos, obscenities, and double meanings are not permitted in school.
- Sunglasses, hats, visors, bandannas, headphones, and other unapproved headwear are not permitted to

be worn in school. Students will remove these items as they enter the building. These items must be stored in the student locker or bookbag during the school day.

- All clothing needs to be worn appropriately with no undergarments exposed.
- Clothing that is ripped above the top of the knee, revealing, or distracting is not permitted in school.
- All shirts/blouses must have sleeves or at least three inches of material covering the shoulder and encircling the arm.
- Shorts and skirts must be of finger-tip length and no shorter than mid-thigh.
- Shirts and tops must be long enough that they can be tucked in trousers. Midriff areas must remain covered and cleavage not be exposed.
- Jewelry that incorporates spikes, studs, or chains is not permitted in school.
- Jackets, coats, raincoats, overcoats, and other garments intended to be outerwear may NOT be worn in classrooms or halls during the regular school day. In addition, oversized pullovers and oversized fleece garments, including blankets, may NOT be worn in classrooms or halls during the regular school day.
- Hooded sweatshirts may be worn; however, they should be of correct size, and the hood must remain down while in the school building. In addition, students should not store/conceal electronic devices or other items in the hood or pockets of the sweatshirt. If this occurs, the student will be required to remove the sweatshirt for the day. Additional offenses will result in a phone call to a parent and/or the student not being permitted to wear a hooded sweatshirt.
- Clothing that may pose a safety concern or problem is not permitted.
- Oversized clothing is not to be worn.
- Footwear must be worn at all times. Flip flops and sandals are allowed. However, individual departments may establish guidelines for footwear/dress in light of safety concerns.

School administrators reserve the right to make judgments as to proper grooming and dress. Our wish is to provide for each person's individuality while at the same time maintaining certain standards of dress that will reflect positively upon the school, the student, and the community. Exceptions may be made for clothing worn in support of school-sponsored activities.

Failure to comply with the dress code could result in administrative action including the following:

- 1st Incident - Mandatory Clothing Change & Parent Contact
- 2nd Incident - Mandatory Clothing Change, Lunch Detention, & Parent Contact
- 3rd Incident - Mandatory Clothing Change, 3 Days of Lunch Detention, & Parent Contact
- 4th Incident – Mandatory Clothing Change, 5 days of Lunch Detention, & Parent Contact
- Further Incidents - In-School/Out-of-School Suspensions as Warranted & Parent Contact

Special Note: If a student is unable to obtain clothing from home, clothing will be provided for that day or the student will remain in ISS for the day.

Physical Education

All TVMS students (Grades 5-8) are required to change from their school clothing into appropriate clothes to be physically active. Failure to change for physical education class could result in disciplinary action.

P.E. Clothing

- All clothing should follow the school Dress Code Policy.
- No athletic issued clothing (uniforms) are to be worn for class.
- Avoid wearing clothing with buttons, zippers, and pockets.

Footwear

- Athletic sneakers tied on top of the sneakers.

Jewelry

- All jewelry is to be removed prior to class.
- Ear gauges that are flat and flush with the front of the ear and the back of the ear are permitted.
- Students who choose to get a new piercing will be allotted a two-week healing period (this will be granted only one time per school year).

Activities

- Classes are primarily based upon lifetime and fitness activities such as archery, trail running, biking, strategic

games, and other problem solving activities. Students have the opportunity to participate in several optional adventure-based activities in P.E. classes. It should be understood that some of these activities involve risk of physical injury; therefore, care should be taken when deciding to participate in an adventure-based activity.

PROMOTION & RETENTION POLICY

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

- Most students should not spend more than five years in Middle School.
- Students should be promoted to the next grade if they pass all subjects or if they fail not more than one major subject. If a student fails more than one major subject, he/she will be retained.
- If a student fails the same major subject in English language arts, mathematics, science, or social studies in 7th and 8th Grades in consecutive years, he/she will be retained.
- Students may attend summer school, even if Twin Valley School District does not offer summer school. If a student successfully completes a pre-approved summer school program, he/she will not be retained. All transportation and fees for summer school will be the responsibility of the student.

If a student is in danger of not being promoted, the parents shall be informed in writing no later than the middle of the 4th Marking Period. If a decision is made to retain the student, the parents shall be notified in writing at the close of the school year. Regardless of promotion or retention, there should be close cooperation between the teachers who had the child and the ones who receive him/her.

The principals have the authority to determine exceptions to this policy. The following criteria shall be used as a guide:

- Academic performance
- Maturity of the student
- Aptitude for achieving at the next grade
- Achievement test scores
- Attendance

Grading Scale for 5th-8th Grade

Students are assigned the following traditional achievement level:

Numerical Grade	Letter Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
60-66	D
0-59	F

*Each semester we recognize those students who reach a high level of achievement by naming them to the Honor Roll or Distinguished Honor Roll.

CO-CURRICULAR/ EXTRACURRICULAR ELIGIBILITY (GRADES 7-8)

Participation in all athletic/co-curricular/extracurricular activities is a privilege.

Athletic/co-curricular/extracurricular activities are those upon which no grade is based (i.e. athletics, long distance trips – those activities that are not required for a grade, etc.).

- Eligibility requirements shall apply uniformly to all athletic/cocurricular/extra-curricular activities. Prior to an athletic/cocurricular/extracurricular season, coaches/advisors must check eligibility.

- Weekly Eligibility - Any student failing more than one course at the Middle School as of 11:00 A.M. on a Friday is ineligible to participate in athletic/co-curricular/extracurricular activities for a period of one week beginning from the immediately following Sunday through the next following Saturday. Eligibility is based on a student's cumulative average from the first day of the quarter as well as his/her cumulative average from the beginning of the school year, whichever is lower. After a student is ineligible, his/her grades will be reviewed the following week, week-by-week, to reestablish eligibility.
- Work completed and grades received following the close of a weekly period do not alter or shorten the period of ineligibility. For example, a student is declared as failing more than one credit as of 11:00 A.M. on Friday and is therefore ineligible for the next week. On Friday, he takes and passes a test, or on Monday turns in back homework, and is now passing all but one of the failed courses. He is still ineligible for the entire week. Work completed after the close of an eligibility period affects only the next eligibility period.
- Any Middle School student failing more than one academic class at the end of a grade period or any related arts classes in the prior quarter is ineligible to participate in any athletic/co-curricular/extracurricular activities for a period of 15 school days beginning with the first day of the next grading period. At the end of the school year, the student's final grades will determine eligibility for the next grading period.
- Yearly eligibility can be changed after the successful completion of an approved summer school course(s).
- During the period of time a student is ineligible, the student shall not participate in any athletic/co-curricular/extracurricular activity in any way. The student may not practice or play in any game, performance, or activity that is of an athletic/co-curricular/extracurricular nature.
- Upon returning from being ineligible at the beginning of a season due to grades, an athlete must practice a minimum of two calendar weeks before participation in an athletic event.
- Athletics, band, and many other clubs have participation and attendance requirements. Frequent and lengthy periods of ineligibility may result in a student being removed from the athletic team, club, or organization.

Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist, or other official designated by the District, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time. The coach shall not return a student to participation until the student is evaluated and cleared for return to participate in writing by an appropriate medical professional. The School Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.

Restriction on Participation on Athletic Teams of the Opposite Sex

It is the finding of the Twin Valley School District that athletic opportunities for members of the male gender have not been previously limited. Furthermore, the School District finds that the physical size, speed, and power of male athletes would create a hazard to the health and safety of female participants. Based on the foregoing, the Twin Valley School District prohibits male participation on female athletic teams. Members of the female gender may not participate in games or practices on male athletic teams where there is either a separate female team in the particular sport, or the sport involved is a contact sport (e.g. wrestling, football, etc.). These restrictions are based on Board Policy 230, which can be accessed visiting this link: <https://www.tvsd.org/school-board/policies>.

After School Activities

Students may stay after school only if participating in or attending a school-sanctioned activity or event and must be in administrator's assigned designated area or supervised areas during this time. Students in Grades 7-8 have many athletic and co-curricular after school activities available to them. A limited number of after school activities and intramural athletics are also available for participation by all 5th and 6th Grade students.

Students staying after school as spectators must follow the guidelines below:

- Turn in your parent permission note to stay after school into the office on the day of the contest.
- Report to the administrator's assigned designated area until game time. Stay out of other areas of the building.
- You must sit in the bleachers provided and watch the game, not roaming the campus or school building.
- Use only the appointed restroom of that venue.
- You are not authorized to be in the locker room for any reason when at an after school event.
- You MUST wait at the field or gym until picked up by a parent or guardian. You may not leave the contest area or the school campus without the parent or guardian.
- No Middle School students are permitted in the District weight room without a coach or district trainer.
- Any discipline issues will result in privileges being revoked and enforcement of all school policies

GENERAL INFORMATION

Book Bags/Backpacks/Handbags/Purses

Book bags/backpacks may be brought to school. They may be utilized throughout the school day to transport Chromebooks, textbooks, etc. Students are responsible for their own bookbags/handbags/purses and should not leave them unattended throughout the school day.

Chaperones & Volunteers

Volunteer and Chaperone Clearances - Any volunteers or chaperones will need to follow the guidelines for clearances set forth in Board Policy 916 available on the District website at [Board Policies](#).

Dances

Dances are special additions to Middle School social life and sponsored by our Parent Involvement Council (PIC). With privileges come responsibilities. In order to continue having dances, the following rules must be maintained:

- All school rules apply to students at dances, including the dress code unless specifically noted otherwise.
- Only TVMS students may attend their specific grade level dances. As a general rule, no High School students or students attending other schools are permitted to attend dances.
- No one will be admitted after the dance has run for one-half hour (i.e. 7:00 pm dance, no one admitted after 7:30 pm) without prior permission.
- No one is allowed to leave the dance early and then return. Once students leave, they are not readmitted.
- No loitering in the parking lot during the dances.
- Dances end promptly at the published time. Please make sure that rides home are available at the ending time of the dance so that volunteer chaperones are not unnecessarily delayed leaving.

Hallway Behavior

Because school is a public environment, students are expected to maintain proper decorum in the hallways at all times. Inappropriate behaviors include such things as running, jumping, any use of profanity, shouting, horseplay of any type, eating and drinking anything, and public displays of affection.

Lockers

Lockers are provided for the convenience of students, are available to all students at their request in the main office, and should be kept locked at all times. This applies to hall lockers and gym lockers. The school cannot assume responsibility for things that are missing or taken from lockers. All lockers are and shall remain the property of the District and are on loan to students. Students should not expect that their lockers and contents thereof are subject to privacy from searches and possible seizures.

Special Note: School administrators or their designees maintain the right to open and examine any student hall or gym locker at any time, with or without the student present, especially if there is reason to suspect the presence of illegal, disruptive, and/ or dangerous materials or substances.

Lunch Charges

Students may charge their lunch in the cafeteria a maximum of three times before their charging privileges are suspended.

School Closings

Announcements for school closings and delays due to inclement weather or other emergencies will be announced as soon as possible by calling parents using the automated Blackboard system. Information will also be posted on the website.

Student Assistance Program (SAP)

Today's students are often confronted with a variety of problems that interfere with their ability to succeed in school. Such problems include depression and the use and abuse of controlled substances. Family problems involving drugs, alcohol, or depression also establish barriers to a successful school experience. Recognizing that these students are "at risk", the Twin Valley School District has committed itself to a program that is intended to provide a means to identify these students and to afford them appropriate resources to resolve their problems. This commitment takes the form of the SAP Team. The SAP Team's purpose is to identify students who are having problems in school because of drug or alcohol abuse (personal or family) or suffer from mental health problems. This is an intervention, not a treatment program. Students who are identified are then referred to appropriate agencies for help. The team provides the student

and his or her family with information and resources to help the student understand and resolve the problem. The SAP Team members include teachers, counselors, school nurse, school-based mental health representative, Caron representative, and principals. Team members have undergone special training to work with these students.

Student Expression

The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must not interfere with the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. The Board requires that students who wish to distribute or post non-school materials on school property shall submit them two weeks in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent. If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy. Refer to Board Policy 220 for more information.

Student Search

The principal or his/her designee who has a reasonable suspicion that illicit material or any material that poses a hazard to the safety and good order of the school, or violates school policy, may conduct searches according to the guidelines in District Policy, which include: school property (i.e. locker, storage cabinets, class desks), student possessions (i.e. pocketbooks, book bags, garments, automobiles) and personal searches. Student searches may include the use of a handheld metal detector.

Video Monitoring

In order to increase the safety and security of the Middle School, cameras have been strategically placed throughout the hallways, common areas, and outside locations. Reviews of video footage will be limited to the principal, the Superintendent, or their designee. Video documentation of misbehavior will be preserved only until the disciplinary action/disposition is reached, unless needed for a School Board hearing or law enforcement purposes.

Visitors

School policy is to accept only those visitors who have legitimate business to attend to at school. Visitors and guests must register in the Middle School Office immediately upon entering the building. Parents are always welcome to visit and must also register in the School Office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher, or school counselor with whom parents want to meet to ensure that the staff member is available. Visitors who violate school policies may be denied access to the school or grounds. Under no circumstances are visitors allowed on the school premises without the specific permission of the principal. Any visitor on school property without approval may be arrested for trespassing.

TVMS DISCIPLINE CODE

The Twin Valley Middle School staff believes discipline should be firm, fair, and consistent. Students should keep in mind they do not have the right to interfere with the education of other students in the school. Behavior that interrupts the smooth running of a classroom or risks the safety and welfare of others will be dealt with in a most serious manner. Our primary function is to educate, and those who hinder attainment of that goal are in violation of that basic goal. The educational process of a student is dependent upon individual self-discipline. The most positive influence a student will have on a class is the responsibility for his/her own conduct. Our philosophy includes student accountability to the learning community. Students who cause harm or damage to others will be asked to repair the harm and offered restorative options in an effort to remain an important part of their community.

The Raider Pride Program seeks to build positive relationships and community spirit for all students at the Middle School. Involvement in this advocacy program provides students an opportunity to better understand themselves, their peers, and the larger school community. Activities and discussions about cooperation, diversity, bullying, resilience, and goal setting are important components of this program. In addition to school wide events, students are encouraged to demonstrate positive acts of kindness and support to their school community. Students are recognized for their positive behavior and contribution to the school community.

Not all behaviors are specifically addressed in this code. Behaviors not listed will be referred to and handled by the building administrators. The following is a list of possible disciplinary responses:

Possible Disciplinary Responses

- Reflection Writing, Verbal Reprimand, Seat Change, or Behavioral Contract
- Special Written Assignments, Guidance Counseling, or Parental Contact/Meetings
- Restriction of Privileges, Schedule Change, Temporary Time Out, or In-School/Out-of-School Suspension
- Staff/Peer Mediation, Lunch Detention, or Restorative Meetings

Repeated infractions of the behavior code will be handled in a progression of levels and will include mandatory parent meetings, behavioral interventions, and possible restrictions and modification of participation in activities outside of the required school curriculum.

Definitions

Lunch Detention – Reflections/interventions regarding decision making and appropriate behaviors during lunch time. Students must remain in the lunch detention room for the duration of lunch. Some students find themselves in violation of a rule, which leads to a lunch detention. A lunch detention date is issued to the student, and he/she is required to serve it; there will be no exceptions. Any student who does not serve an assigned lunch detention will be given additional consequences.

In-School Suspension (ISS) – Student reports to school and is assigned to the ISS Room for the specified number of days. Disruptions in ISS will result in time added on to the suspension while repeated disruption will result in out-of-school suspension. Participation in after-school activities, including athletics, is not allowed during and between suspension days.

Out-of-School Suspension (OSS) - In accordance with 22 PA Code, Section 12.1 et seq., temporary, out-of-school suspensions may be made by the administration without a hearing for a period of up to three days. A student must be informed of the reasons for the suspension and be given an opportunity to respond before the suspension becomes effective. For what is termed a full, out-of-school suspension (i.e. a suspension of up to 10 days), an informal hearing before the principal must be offered to the student and the student's parents. Students who are suspended out of school remain out of school during the period assigned and may not participate in school activities or be present on school property. Parents/guardians are urged to restrict students to their home and have them do homework assigned. Initial notification should be accomplished within 24 hours by phone with a Parent/Guardian/Student/Assistant Principal and/or Principal Conference to occur during the suspension period prior to re-admittance to school.

Disorderly Conduct - Students who engage in disorderly conduct by fighting with or threatening others, engaging in violent or tumultuous behavior, making unreasonable or offensive noise, using obscene language or gestures, or creating hazardous or physically offensive conditions by actions that serve no legitimate purpose may be issued a disorderly conduct citation by the school administration. This citation will result in a fine by the local Magisterial District Justice.

Fines - Certain conduct may result in the issuance of a fine by the District. Fines are payable in the Middle School Office by cash, check, or money order. Office personnel will issue a receipt for all payments. All fines are considered financial obligations to the District, and such obligations may limit a student's privileges until satisfied.

Expulsions/School Board Hearings - Any student who is involved in a series of disruptive activities or who continues to violate school rules to the point of being disruptive to the program may be scheduled for a School Board Hearing. At this hearing, the School Board will rule on the necessity of excluding this student from school for a period to exceed the 10-day maximum imposed by the school administration. Before reaching the hearing stage, students and parents will be counseled by school personnel and have a meeting with the Superintendent or designee. Under certain circumstances that include admission of disciplinary violation, a student and their parents/guardians may be offered the option to enter into an agreement that includes a waiver of the formal and due process hearings.

VARIOUS OFFENSES & RECOMMENDED DISCIPLINARY ACTIONS

Accumulation of Lunch Detentions per School Year

No student will serve more than 10 lunch detentions per semester. Following the 10th lunch detention, a parent meeting will be required and any further lunch detentions assigned will result in In-School Suspension (ISS).

Cheating

Students involved in cheating and/or unauthorized copying of schoolwork or other educational material will receive an alternate assignment or other actions at the discretion of the teacher. More severe or involved offenses may result in additional disciplinary actions by the school administration.

Class Cuts

A partial class cut is defined as a student being more than 10 minutes but less than 30 minutes out of their designated location without knowledge of and/or permission from the classroom teacher.

- One Cut – One Lunch Detention
- Two Cuts – Two Lunch Detentions
- Three Cuts – One Day of In-school suspension
- Additional Cuts – Additional Days of ISS and/or OSS

A full class cut is defined as a student being more than 30 minutes out of their designated location without the knowledge of and/or permission from the classroom teacher. A full class cut (entire period) will result in automatic ISS.

Controlled Substances (Including Alcoholic Beverages and/ or Other Drug Paraphernalia)

The District has zero tolerance for and prohibits students from using, possessing, distributing, and/or being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity, and/or during time spent traveling to and from school and school-sponsored activities.

A student who possesses drug-related paraphernalia and/or possesses (actively or constructively), uses, or is under the influence of drugs, alcohol, or mood-altering substances will receive progressive discipline as follows:

- *First Offense:* Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent and law enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for seven (7) days and may be required to undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility. Uncooperative behavior will lead to an additional three days of suspension and possible Board Hearing.
- *Subsequent Offense(s):* Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent and law enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for ten (10) days, and may be required to undergo an assessment by a licensed drug and alcohol facility and comply with the recommendations of that facility. The Superintendent may also request a formal disciplinary hearing to be scheduled before the Board of School Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.

A student distributes or possesses with intent to distribute (administrative discretion) a drug, alcohol, or mood-altering substance will receive progressive discipline as follows:

- *Each Offense:* Parents of the student will be requested to meet with administrators at school for an informal hearing immediately, or as soon as possible. The Superintendent and law enforcement officials will be notified of the incident. After the informal hearing, the student may be suspended for ten (10) days. The Superintendent may also request a formal disciplinary hearing to be scheduled before the Board of School Directors, or a committee of the Board, in accordance with Section 1318 of the Pennsylvania School Code.

For purposes of this policy, “controlled substances” shall mean:

- All dangerous, controlled substances prohibited by law
- All “look alike” drugs
- All alcoholic beverages
- Anabolic steroids
- All drug paraphernalia
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to District procedures
- Synthetic drugs

Special Note: After a drug and alcohol assessment has been completed, the District may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement into the school's educational, extracurricular, or athletic programs resulting from violations of this policy. Under certain circumstances, a student and their parent/guardian may be offered the option to enter into an agreement that includes a waiver of the formal

disciplinary hearing.

Disruption of Class or School

- 1st Offense – Verbal Reprimand & Parent Phone Call from Teacher
- 2nd Offense – Seat Change & Parent Phone Call from Teacher
- 3rd Offense – Lunch Detention & Parent Phone Conference with Administrator
- Additional Offenses – ISS/OSS as Determined Appropriate

Special Note: Disorderly conduct citation may be issued depending upon level of severity.

Driving Regulations

Middle School students are not permitted to drive to school. Any offense will result in suspension and a possible Board Hearing.

Electronic/Internet Devices The District and Board recognizes that electronic devices are an integral part of the daily lives and culture of the District's students and personnel (users). Specific guidelines for acceptable use shall be administered at the elementary, middle and high school levels.

Electronic Device - Any personal or portable device designed for mobile communication, recording or transmitting audio/visual content, interacting with or accessing media, or providing a connection to the internet or other audio/visual resources. Electronic devices are permitted in all District-owned buildings, on school grounds, in school vehicles, and/or while participating in school-sponsored activities on or off school premises unless prohibited by District administrators. Building administrators or their designees shall have the right to regulate use of electronic devices. The Superintendent or designee shall develop procedures, with the District IT Department, for the acceptable use of electronic devices.

Network Access

The District reserves the right to provide a segregated network that would allow users to connect a personal electronic device using District access resources.

Loss or Damage

Users are solely responsible for the safe storage of any personal electronic devices that they may choose to bring to any District building or premises. The District is not responsible for the loss or damage to any electronic device owned by a user.

Acceptable Use

The use of personal electronic devices such as cell phones, smart watches/devices, and gaming devices is prohibited in classrooms, hallways, the library, cafeteria, and other TVMS common areas used for academic purposes. The School Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, or other changing areas. The School Board prohibits students from using any electronic device to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on District property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows, concerts, etc.

Endangering Others / Physical Altercations

Definition: Any behavior that endangers other students, staff, or visitors in the school. This includes physical altercations between students that are not considered fights; behaviors such as biting and spitting; and any behavior that could result in injury, illness, or damage to others. Consequences may include lunch detention, ISS, and/or OSS.

Failure to Attend Lunch Detention

- 1st Cut – Lunch Detention Rescheduled
- 2nd Cut – Lunch Detention Rescheduled & Additional Detention Added
- 3rd Cut - One Day of ISS
- Additional Cuts – Additional Days of ISS or OSS as Necessary

Failure to Cooperate in an Emergency Situation

Failure to cooperate with authorized District personnel in an emergency situation, or in emergency situation drills, may

result in immediate suspension.

Fighting on School Property (Grades 7-8)

- The first offense will include at least a 3-day out-of-school suspension for one or both participants, depending on their involvement. Disorderly conduct charges may also be filed against participants, especially if there is any indication of a premeditated act on the part of either persons.
- The second offense will result in at least a 5-day out-of-school suspension. Disorderly conduct charges will be filed against the repeat offender.
- The third offense will result in a 10-day out-of-school suspension. Disorderly conduct charges will be filed against the perpetrator(s) repeat offender.
- Additional charges may be filed in more serious fighting or assault violations. The fine imposed could be up to \$300 or community service as determined by the local Magisterial District Justice.

Special Note: Fighting on school property includes any type of horseplay that creates a medical condition that exceeds the treatment able to be provided by the school nurse.

Fighting on School Property (Grades 5-6)

- The first offense may include a 3-day in-school suspension or out of school suspension for one or both participants, depending on their involvement.
- The second offense may include at least a 3-day out-of-school suspension for one or both participants, depending on their involvement.
- The third offense may result in a 5-day out-of-school suspension.

Special Note: Fighting on school property includes any type of horseplay that creates a medical condition that exceeds the treatment able to be provided by the school nurse.

Fire Alarm

Tampering with the fire alarms, extinguishers/evacuators, or activating a false alarm will result in a 10-day out-of-school suspension, the informing of legal authorities, prosecution as appropriate, and a possible School Board Hearing.

Special Note: The offense may include a disorderly conduct citation.

Forgery

Any student caught forging the signature of any member of the school staff or parent(s) or guardian(s) will be subject to any of the consequences listed below regardless of parent/guardian permission for such forgery.

- Lunch Detention(s)
- In-School Suspension
- Out-of-School Suspension

Horseplay/Pushing & Shoving

Definition: Any action that causes or could cause harm or injury to another student. Both parties may be subject to disciplinary responses regardless of who initiates the incident.

- Consequences will be determined based on severity and frequency of the action by the administrator.
- Horseplay that creates a condition that requires medical attention beyond the scope of the school nurse will result in an automatic out-of-school suspension.

Inappropriate Language

The use of profane, sexual, racial, or ethnic language or gestures toward, with, or about other students or any suggestive language, baiting, or language intended to injure others is inappropriate in the school environment. Restorative measures will be implemented to repair any harm caused by these actions, and consequences will depend upon the situation and may include lunch detention, ISS, parent meetings, and/or OSS.

Insubordination/Willful Disobedience

Insubordination occurs when a student refuses to comply with a reasonable request from an administrator, teacher, substitute teacher, staff member, or authorized presenter. Consequences will follow the general sequence below; however, severe infractions may warrant additional consequences, including a disorderly conduct citation.

- 1st Offense – Conversation with Student & Parent Phone Call by Teacher
- 2nd Offense – Lunch Detention & Parent Phone Call by Teacher and/or Administrator
- 3rd Offense – Parent Meeting with School Counselor(s) and Teacher to Generate Behavior Contract

- Further Offenses – ISS or OSS as Warranted

Leaving School Without Permission

- 1st Offense – 1 Day ISS
- 2nd Offense – 2 Days ISS
- Additional Offenses – Suspensions as Warranted

Personal Property

The Board will not be responsible for the personal property of students or other persons using the school facilities.

Possession and/or Use of a Deadly or Offensive Weapon

Any weapon or dangerous instrument as defined by Board Policy (No.818) will result in the following:

- Notification of the legal guardian of any minor involved in the incident.
- Notification of incident to local police department.
- Notification of incident to Superintendent and/or designee.
- Assignment of a 10-day OSS.
- An expulsion of one year is mandated by school law following a School Board Hearing unless a lesser penalty is recommended by the Superintendent and accepted by the School Board.

Board Policy defines “weapons” to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. This definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc.

Possession and/or Use of an Incendiary or Explosive Device (Including Fireworks in School)

- The first offense may result in up to 10 days of OSS and reporting of the incident to the proper legal authorities.
- The second offense will result in a 10-day OSS, reporting of the incident to the proper legal authorities, and a School Board Hearing to consider further exclusion from school.

Definition: The term fireworks shall mean and include any lighter, match, or fire-producing agent.

Public Display of Affection

Holding hands, embracing, and kissing are not appropriate in a school setting. Any student that engages in these activities may be subject to the following:

- 1st Offense – Verbal Warning
- 2nd Offense – Parent Notification from Teacher
- 3rd Offense – Lunch Detention

Refusing a Search

A student may not refuse to allow administration to conduct a search of their person or possessions when there is reasonable suspicion that illicit material or any material that poses a hazard to the safety and good order of the school, or violates school policy, is present. Searches may be conducted according to the guidelines in District policy, which include: school property (i.e. locker, storage cabinets, class desks, etc.), student possessions (i.e. pocketbooks, book bags, garments, etc.), and personal searches. Violations will result in the following:

- Notification of the legal guardian.
- Notification to the local police department if there is suspicion of any illicit material.
- Notification to Superintendent and/or designee.
- 10 days of OSS.
- Expulsion via waiver or School Board Hearing.

Tardiness to School

More than three unexcused tardies for the entire school year will result in assignment of lunch detention.

- 4th Unexcused Tardy – 1 Assigned Lunch Detention & Complete Reflection on How Tardiness Affects Academics
- 5th Unexcused Tardy – 2 Assigned Lunch Detentions & meet with school counselor.
- 6th Unexcused Tardy – 3 Assigned Lunch Detentions & Parent Conference with School Counselors.

Special Note: Additional tardiness will result in various consequences that could include multiple lunch detentions each

time an unexcused tardy occurs. Parent conferences (phone or in person) will continue for each additional tardy beyond the 6th.

Threats

Students have a responsibility to inform a responsible adult or the school office if they become aware of any verbal or physical threat made against any student or staff member. Students who fail to report a terroristic threat, or who further disseminate a terroristic threat with reckless disregard for the risk of terror or inconvenience such threats may cause to others, may be subject to discipline and even expulsion. Students also have the ability to report incidents through the Safe2Say Something platform.

Students who engage in threats to commit any crime of violence communicated by any means resulting in the terrorizing of others, or communicated with reckless disregard for the risk of terrorizing others; or any threat to commit any threat of violence causing evacuation of a building; or causing serious public inconvenience, with reckless disregard of the risk of causing such terror or inconvenience may be immediately suspended, referred to the police for criminal action, and may be recommended for expulsion. Additional restrictions may be imposed and the student may thereafter be subjected to random searches.

Consequences may include:

- OSS
- Informal Hearing
- Evaluation by a mental health provider
- Other action recommended by threat assessment team
- Expulsion

Theft

Any student involved in theft on school property will receive a suspension. Restitution will be required and if necessary reported to local law enforcement officials. Using personal property of another student or staff member, without permission, whether returned or not, may also be considered theft.

- 1st Offense: 3-5 Days OSS
- 2nd Offense: 5-10 Days OSS

Tobacco Products & Electronic Cigarettes

A student in possession of or using tobacco, electronic cigarettes, vapor products, or their delivery on school property or at a school-related event may be issued a citation in the local Magisterial District Court or have a fine imposed by the District. Furthermore, students will be responsible for the cost of any test kits used to identify the substance. In addition to or in lieu of the disciplinary guidelines, students may be referred to the Student Assistance Program for participation in a nicotine cessation group.

- 1st Offense - Citation or \$50 Fine + 1 Day ISS
- 2nd Offense - Citation or \$100 Fine + 3 Days ISS
- Additional Offenses: Citation or \$200 Fine + ISS/OSS as Warranted

Unexcused/Unlawful Absences

- 1st Instance - Warning
- 2nd Instance - Phone Call
- 3rd Instance - ISS as Warranted

Vandalism

Definition: Damaging tangible property of another intentionally, recklessly, or by negligence, 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. The first offense will result in an out-of-school suspension, which may be as high as 10 days, and full restitution before the student is re-admitted to school. Further acts of vandalism could result in prosecution and/or a School Board Hearing to consider further exclusion. Any act of vandalism that disrupts the normal running of the school will lead to prosecution and a School Board Hearing on the first offense.

SPECIFIC SCHOOL BOARD POLICIES

Acceptable Use of Internet / Electronic Communication

The TWIN VALLEY SCHOOL DISTRICT (District) provides employees, students, School Board Members, and guests (users) with approved access to the district's technology resources to be used for educational purposes including but not limited to electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, copiers and cameras.

Any unauthorized third-party usage of the district's computers, network, internet, electronic communications and information systems is prohibited.

The use of the district's technology resources shall be consistent with the curriculum adopted by the district and made available for the performance of job duties consistent with the educational mission of the district. Instructional needs, learning styles, abilities and developmental levels of students shall be taken into consideration. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for purposes consistent with the curriculum adopted by the district.

Child Pornography - see Act 47 U.S.C. § 254; and Act 24 P.S. § 4601

District Technology Resources - All technology owned and/or operated by the district, including but not limited to computers, audio/visual systems, mobile devices, printing/copying devices, scanning devices, cameras and other media equipment, hardware, software, networking equipment/devices or network/resource accounts.

Educational Purpose - Use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

User(s) - Anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents or guardians, and any guest(s) to the district that may be approved to use district technology.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district makes no guarantee that the functions or services provided by or through the district internet, computers or network resources will be error-free or without defect. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges as well as appropriate disciplinary action.

While using district-owned devices, users must utilize the district's wired or wireless networks for access to the internet when operating in or attending district schools and facilities. Other means of access are not permitted (e.g. WIFI hotspots, personal internet access, open/rogue networks etc.)

The district will implement internet and network safety measures through policy, guidelines and technology to filter access by minors, protect users' safety and security, and against unauthorized access, disclosures or dissemination of users' information.

The Superintendent or designee shall develop procedures, in cooperation with the district technology staff, for the acceptable use of all district technology resources.

Use of Personal Electronic Devices - see SB Policy 237

Unauthorized Use Prohibited - Only users who have agreed to abide by the terms of this policy may utilize the district's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use

district technology resources is prohibited.

Privacy - The district reserves the right to monitor any user's utilization of district technology resources. Users have no expectation of privacy while using district technology resources whether on or off district property. The district may monitor, inspect, copy, and review any and all usage of district technology resources including information transmitted and received via the internet to ensure compliance with this and other district policies, and state and federal law. All emails and messages, as well as any files stored on district technology resources may be inspected at any time for any reason.

Filtering & CIPA Compliance - The district reserves the right to restrict access to any internet site or resource it deems inappropriate through established policy. As required by law, the district shall utilize content and messaging filters designed to prevent users from accessing materials deemed obscene, offensive, pornographic, harmful to minors or otherwise inconsistent with the district's educational mission. Such restrictions will apply to all district devices and users.

Monitoring - District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. The Superintendent or designee shall also implement procedures to ensure that district technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized.

District Provided Resources - District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, mobile devices, etc.). Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.

Social Media and Networking - The district is not responsible for, nor does it endorse messages, narratives or rhetoric published by users whose content is inconsistent with the educational purpose of the district. In addition, users shall not publish or post information deemed confidential or non-public.

Incidental Personal Use - Occasional personal use by an individual must comply with this policy and all other policies, procedures, and rules, and may not interfere with the employee's duties or the educational purpose of the district.

The following uses of district technology resources are prohibited:

- Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
- Use of technology resources to violate any other district policy.
- Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- Use of technology resources to cause, or threaten to cause harm to others or damage to their property.

Violations of this policy may result in the temporary or permanent revocation of a user's right to access district technology resources. Additionally, users may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and federal law.

References:

18 USC 2256 *Harmful materials definitions*

18 PA CSA 6312 *Sexual abuse of children*

20 USC 6777 *Internet safety*

18 PA CSA 5903 *Obscene and other sexual materials and performances*

24 PS 4604 *School entity Internet policies*

24 PS 4610 *School entity Internet Disabling blocking technology for use by certain persons*

47 U.S.C. § 254, and Act 24 P.S. § 4601 *Children's Internet Protection Act*

SB Policy 237

Access and Security Prohibitions

The following activities related to access to the District's electronic resources are prohibited:

- Misrepresentation (including forgery) of the identity of a sender or source of communication
- Acquiring or attempting to acquire passwords of others or giving your password to another
- Altering communication originally received from another person or computer with the intent to deceive

- Disabling virus protection software or procedures
- Altering or attempting to alter files, system security software, or systems
- Unauthorized wiring
- Connecting unauthorized hardware and devices to the network
- Intentionally damaging or destroying the integrity of electronic information
- Intentional destruction of District hardware or software
- Failure to comply with requests from teachers or District administrators to discontinue inappropriate activities
- Post personal contact information about themselves or other people
- Engage in any illegal act
- Send terroristic threats, harassing communications, or hate mail
- Political lobbying as defined by the PA Lobbying Registration Act. Employees and students may use the system to communicate with their elected representatives to express their opinion on political issues.
- Advertising of any kind
- Unauthorized fundraising
- Unauthorized use of the Twin Valley School District's name
- Copyright violations
- Plagiarism
- Students are prohibited from any use of any electronic device (including personal device) in locker rooms, bathrooms, or other changing areas. (See Policy 237)
- Use any electronic device (including personal device) to take photographs or to record audio or video of any person or group without the knowledge or consent of that person or group while on District property or while a student is engaged in school-sponsored activities unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows concerts, etc. (See Policy 237)

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, users may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and federal law.

Operational Prohibitions

The following operational activities and behaviors are prohibited:

- Interference with or disruption of computer or network accounts, services, or equipment of others including, but not limited to, the propagation of computer "worms" and "viruses," the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. In other words, the user may not hack the network or others' computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person's computer.
- Altering or attempting to alter files, system security software, or the systems without authorization.
- Unauthorized scanning of the network for security vulnerabilities.
- Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.
- Connecting unauthorized hardware and devices to the network.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
- Intentionally damaging or destroying the integrity of electronic information.
- Intentional destruction of District computer hardware or software.
- Intentionally disrupting the use of electronic networks or information systems.
- Negligence leading to damage of District electronic information, computing, or networking equipment.
- Failure to comply with requests from appropriate teachers or District administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

Safety

- To the extent possible, users of the network and internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- Users will not post personal contact information about themselves or other people, in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use, or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses,

telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.

- Student users will agree not to meet with someone they have met online.
- Documents or videotapes may not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code.

Consequences

Students who inappropriately use or misuse the District network, hardware/equipment, or software may be subject to disciplinary action. The proceedings could result in a fine, payment of costs related to labor/parts to repair and/or replace equipment, or a hearing before the Board of School Directors. The Twin Valley School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the Student Disciplinary Code. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code.

Anti-Bullying Policy

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

Bullying: Intentional verbal, written, electronic, or physical conduct directed at a student by another student(s) that is severe, persistent or pervasive, and has the effect of:

- Physically harming a student (e.g. hitting, kicking, spitting, pushing and invading one's personal space in an aggressive manner).
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, and/or engaging in social exclusion, extortion, intimidation and ridicule.
- *Cyberbullying:* Forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, or personal profile websites and social media.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.
- Substantial disruption of the orderly operation of the school.

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

The District will not tolerate known acts of bullying occurring on District property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or sponsored events. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, he/she shall report the bullying or extortion to the school principal or appropriate school administrator for further investigation. Any student who retaliates against another student for reporting bullying or for testifying in an investigation or a hearing about bullying may be subject to consequences as defined in this discipline code.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, lunch detention, suspension, expulsion, a loss of school privileges, and/or exclusion from school-sponsored activities as defined in the Discipline Code. Depending on the severity of the situation, the building principal may also take the appropriate steps to ensure students' safety. Such steps may include separating and supervising the students involved; providing staff support for students as needed; reporting incidents to law

enforcement, if appropriate; and the implementation of a safety plan and/or supervision plan with parents/guardians.

Special Note: Twin Valley Middle School incorporates anti-bullying curriculum in the Raider Pride Program throughout each school year as an awareness and preventive practice. Anti-bullying signs and posters are posted throughout the school building as a reminder of school community beliefs and practices regarding bullying and bullying behavior.

Bus Regulations

School bus transportation is a privilege. Missing the bus is not a lawful absence. Transportation can be denied to any student who jeopardizes anyone, damages property, or commits any offenses described, but not limited to those identified under behavior violations. Parents will be expected to provide transportation for any student whose privileges have been suspended. Generally, students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. Students will be required to sit in assigned seats unless otherwise directed by the driver. The bus driver has authority to discipline the pupils on his/her bus.

Students should...

- Obey the bus driver.
- Be at the bus stop ten (10) minutes prior to pick up.
- Enter the bus and take their seats without disturbing other students.
- Talk in a normal voice. Do not shout.
- Never put their arms or heads out of the windows.
- Remain in their seats while the bus is in motion.
- Ride only their assigned buses.
- Wear seat belts at all times on those vehicles which have them installed.

Students should not...

- Throw items on the bus or from the bus at any time.
- Eat or drink on the bus at any time.
- Play any type of Bluetooth device without headphones on the bus. (The district and contractors are not liable for any damage or theft of these items.)
- Smoke or vape on a school bus.
- Take items that cannot fit on a student's lap on the bus.

School Procedures for Misconduct

The school bus driver is expected to be in control of the bus and the passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is expected to report such action to the school principal or designee. The school principal will take whatever actions he/she deems necessary to correct the situation. Parents will be advised by the building principal when reports of misconduct are made to the school office. The building principals are the only ones with the authority to suspend transportation privileges. A parent of a student whose transportation privilege is suspended must confer with the school administration before the privilege is restored.

Conduct at the Bus Stop

Students are expected to arrive at the school bus stop at least ten (10) minutes prior to pick-up time. They should wait off the street or roadway and conduct themselves in a responsible manner. Students should never accept rides from strangers.

Behavior Violations

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

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

- Boarding a bus at an unassigned stop
- Leaving a bus at an unassigned stop
- Refusing to obey the driver
- Refusing to sit in an assigned seat
- Any violation of the student discipline codes
- Other misbehavior related to safety or well-being

*Immediate suspension of bus privileges without a warning.

Large Article on Buses

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

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

Transportation/Video Monitoring

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

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

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

Harassment Policy

Unlawful, ethnic, or sexual harassment is prohibited at Twin Valley Middle School. Unlawful harassment includes repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct (such as touching, rubbing, grabbing, pushing, hitting, or punching) about another person's race, color, ancestry, religion, sex, national origin, age, or handicap/ disability. Ethnic harassment includes the repeated, unwelcomed, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment. Sexual harassment, as defined by the Board policy, may include, but is not limited to the following: pressure for sexual activity; repeated sexual remarks with demeaning implications to a person; unwelcome touching (e.g. pinching or patting); unwelcome flirtations, including those of sexual nature; graphic verbal commentaries or innuendoes about a person's body; displaying sexually suggestive objects or pictures; using obscene remarks or gestures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or position. Allegations of harassment should be reported to the building principals. The

District will investigate. If guilty, a student shall be subject to disciplinary action including suspension or expulsion consistent with the student disciplinary code and due process.

- 1st Offense – All parties involved receive official warnings to cease and desist the harassing behavior. Serious first offenses may require additional consequences. (See further consequences.).
- Further Offenses – May result in any one or a combination of the following: suspension, disorderly conduct citation, and/or police involvement. Sexual harassment offenses will be referred to the District's Title IX Officer and/or the Caernarvon Police Department.

Hazing Policy

Hazing is 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 sponsored as an organization by the school district. This includes, but is not limited to, any brutality of a 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 could adversely affect the physical health and safety of the individual, and includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

A student found to be in violation of this policy shall be subject to disciplinary measures set forth in the discretion of the building administrator, which may include suspension, and/or permanent exclusion from athletic teams, athletic events, extra-curricular and co-curricular activities and events up to and including expulsion from school.

Maintenance Advisory – Pest Management

Twin Valley School District has contracted with a licensed commercial pesticide provider for an integrated pest management program at all of our buildings. An integrated pest management system is an effective and environmentally sensitive approach to pest management that involves monthly inspections and the judicious use of pesticides. Copies of building inspection reports are maintained in the administration office for each building and are available for review by interested persons. All related documents are on file in the office of the Director of Buildings & Grounds. Anyone wishing to review these files may do so by appointment. Please call (610) 286-8652.

Skateboards

The Twin Valley School Board prohibits the use of skateboards, in-line skates, rollerblades, bicycles, ATV's, motorcycles, snowmobiles, go-karts, or unregistered or unlicensed motor vehicles on school property. Any person found in violation of this policy may be subject to a charge of disorderly conduct. Any student of the District who shall be in violation of this policy shall be subject, in addition to any other penalty imposed hereby, to other disciplinary action authorized by district policy, including suspension and expulsion.

Student Educational Records

Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) pertain to all Twin Valley parents and any student over 18 years of age ("eligible students"). All health information created and maintained by the District and its agents is also considered part of the student's educational record and therefore protected by FERPA as well as HIPAA. FERPA provides certain rights with respect to a student's educational records. They are:

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

In accordance with law, the District shall maintain required records concerning adjudicated students and transfer student discipline for offenses involving weapons, alcohol, drugs, and violence on school property. When a student transfers to

this district, a certified copy of the student's disciplinary records shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection.

TVSD Homeless Information (McKinney -Vento Act)

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. [B.E.C. 42 U.S.C. 11431](#) outlines procedures for deciding school placement, enrolling students, and determining responsibility.

What is the definition of a “homeless youth” under McKinney-Vento? “Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.” What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing option
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students? The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and reduced school lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

Contact: Dr. Christopher Watson (Director of Student Services) (610) 286-8600 x1694

TVSD Cellular Device Protocol

2026-2027

TVSD Cellular Device Protocol	
Grades 5-8	Students may have a cellular device(s) in their backpack powered off and out of sight from the start of the school day until dismissal.
	Teachers may require students to place cellular device(s) in a designated storage holder during class.
	Exceptions may be approved for instructional purposes when a district-issued device cannot meet the instructional need and the building administrator is notified.
EXCEPTIONS: Students with documented medical and/or educational needs in an approved written plan requiring access to a personal device will be permitted to use as outlined in the written plan.	
NOTICE: The Twin Valley Board of School Directors reserves the right to amend or modify the information contained in this document at any time. Families will be notified of any Board-approved changes through the District's official communication channels.	