

**East Union Intermediate Center**  
**57 East Union Road**  
**Cheswick, PA 15024**

Dear Parents/Guardians and Students,

Welcome Back! We are pleased to provide you with your Parent/Student Handbook. This handbook was designed to allow for easy access to pertinent information about the policies and activities of the East Union Intermediate Center. Please review the contents of the handbook with your child. Many of your questions throughout the year can be answered by consulting the pages that follow.

Both parent/guardian and student should sign the receipt below to acknowledge receipt of the handbook. Thank you for your cooperation.

We look forward to a great school year!

Sincerely,  
Mrs. Jodi VanderSchaaff, Principal

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RECEIPT OF STUDENT HANDBOOK

**Note: Please sign and return this receipt to your student's homeroom teacher on or before**  
**Friday, September 8, 2023**

This is to acknowledge receipt of my East Union Intermediate Center Handbook. As a student, I know that understanding the contents of this handbook can aid in my school year being successful one. I, along with my parent(s), have read, understand and will abide by all of the policies contained in this booklet, including the Internet/Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Deer Lakes School District**  
**Student Account Agreement**

**STUDENT SECTION:**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the District's Acceptable Use of Internet, Computers and Network Resources Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated, and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR GUARDIAN SECTION:**

I have read the District's Student Internet Safety and Responsibility Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the instructions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give ( )

I hereby do not give ( )

Permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communications activities.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***This form is to be returned no later than September 8, 2023***



# East Union Intermediate Center

57 East Union Road  
Cheswick, PA 15024

Phone: 724-265-5330  
Fax: 724-265-1699

Web site: [www.deerlakes.net](http://www.deerlakes.net)  
Twitter: @MrsVanEU

Mrs. Jodi VanderSchaaff, Principal  
Mrs. Angela Casile, School Counselor  
Mrs. Leigh Gornick, Office Secretary

This Student Handbook belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Room # \_\_\_\_\_ Teachers \_\_\_\_\_

**East Union Intermediate Center Parent-Student Handbook  
And Student Code of Conduct 2023-2024**

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## **EAST UNION INTERMEDIATE CENTER**

*Meeting Challenges...Building Futures  
The Mission of...*

In partnership with the community, the Deer Lakes School District will provide a dynamic, comprehensive educational program and support services necessary to meet the diverse needs of all students in a safe, caring environment, thus enabling them to reach their full potential as responsible, productive citizens.

### **Parental Responsibilities**

The Board of School Directors believes that the ultimate responsibility for a student's behavior rests with his/her parents/guardian. Students are to respect constituted authority, which includes obedience to school rules, regulations, and procedures. The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this cooperation will be made apparent to the child.

One of the most significant objectives of the discipline system is to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold parent conferences and guidance conferences as well as request schedule changes or psychological examinations and/or treatment.

### **Board of School Directors**

Mr. Louis W. Buck, President  
Mr. Larry Neidig, Vice President  
Mr. William LuPone  
Mrs. Cristy McCloskey  
Mr. Jeremy Love  
Mrs. Kristi Minnick  
Mr. Jonathan Majernik  
Mrs. Tracy Stotler  
Mr. Vic Laurenza

### **Central Administration**

Dr. Janell Logue-Belden	Superintendent
Mrs. Bobbi-Ann Barnes	Assistant Superintendent
Mr. Brad Snyder	Business Manager/Board Secretary
Mr. Norm Kearney	Director of Facilities
Dr. Samantha Abate	Director of Transportation
Mrs. Lindsay McGaughey	Director of Special Education
Dr. Rachel Mariano	School Psychologist
Mr. Jacob Douglas	Director of Food Service
Mr. Justin Merwin	Director of Technology
Mr. Shawn Anarelli	Public Relations
Mr. Charles Bellisario	Athletic Director

<b><u>East Union Intermediate Center Administration/Support Staff</u></b>	<b><u>Voice Mail</u></b>
Mrs. Jodi VanderSchaaff, Principal	4621
Mrs. Angela Casile, School Counselor	4624
Mrs. Leigh Gornick, Office Secretary	4623
Mrs. Missy Scanga, School Nurse	4681

To leave a voicemail for the teachers, dial (724) 265-5300 to access the district main menu and then follow the appropriate commands.

### **Length of School Day**

The student instructional day is from 9:00 a.m. until 3:15pm  
Students are not to arrive before 8:30 a.m.

### **Schedule of Classes**

**Breakfast will begin at 8:30 AM and conclude at 9:00 AM.**

Arrival /AM Home Base	<b>8:30-9:00am</b>
Period 1	<b>9:05-9:45am</b>
Period 2	<b>9:45-10:25am</b>
Period 3	<b>10:25-11:05am</b>
Period 4	<b>11:05-11:45am</b>
Period 5	<b>11:45-12:25pm</b>
Period 6	<b>12:25-1:05pm</b>
Period 7	<b>1:05-1:45pm</b>
Period 8	<b>1:45-2:25pm</b>
Period 9	<b>2:25-3:05pm</b>
Dismissal / PM Home Base	<b>3:15pm</b>

### **Early Dismissal Schedule**

On days noted as an early dismissal, the students are dismissed at 12:00pm

## DEER LAKES SCHOOL DISTRICT 2023-24 CALENDAR

August 2023				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 Teacher/ 7 Student

September 2023				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 Teacher/ 20 Student

October 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22 Teacher/ 22 Student

November 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19 Teacher/ 18 Student

December 2023				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11 Teacher/ 11 Student

January 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

22 Teacher/ 21 Student

February 2024				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

20 Teacher/ 20 Student

March 2024				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19 Teacher/ 19 Student

April 2024				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	14	15	16	17
22	23	24	25	26
29	30			

20 Teacher/ 20 Student

May 2024				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

21 Teacher/ 21 Student

June 2024				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5 Teacher/ 4 Student

Key	
188	Teacher Days
183	Student Days
	In-Service Days
	Make up day if needed
	Vacation Days
	Act 80 Days
	Half Days
	2-Hour Late Start Students/ Professional Develop.

- |  |  |
|--|--|
| August 21 and 22, 2023   | Teacher-Inservice/Clerical Days - No Students                                |
| August 23, 2023  | First Day of Students  |
| September 4, 2023  | Labor Day - No Students  |
| October 9, 2023  | 2-Hour Late Start Students/ Professional Develop.                            |
| November 10, 2023  | Act 80 Day - No Students   |
| November 23, 24, 27, 2023  | Thanksgiving Vacation - No School  |
| December 15, 2023  | Early Dismissal  |
| December 18 - January 1, 2024                                    | Christmas Vacation - No School   |
| January 2, 2024  | School Resumes   |
| January 15, 2024 (Mandatory Transp./Build. and Grounds Training) | Act 80 Day - No School   |
| February 19, 2024  | Vacation Day - No School   |
| March 11, 2024   | 2-Hour Late Start Students/ Professional Develop.                            |
| March 28, 29, April 1, 2, 2024                                   | Spring Break - No School   |
| May 24, 2024   | Prom - No School   |
| May 27, 2024   | Memorial Day   |
| June 6, 2024   | Last Day of School/Early Dismissal/ 1/2 Clerical Day for Teachers/Graduation |
| June 7, 2024   | Clerical/ In-Service for Teachers  |

## **Grading**

The district has implemented Standards-Based Grading in kindergarten through fifth grade. This system allows your child to know exactly what is expected in each content area and provides parents with a more detailed outline of learning expectations and student progress. A standards-based report card provides an accurate description of each child's progress related to the Pennsylvania Core Academic Standards established by the PA Department of Education and the academic performance relative to the Deer Lakes School District's curricular benchmarks.

The report card will have specific learning targets that convey PA Core Standards for each grading period. These targets will describe what students should know and be able to do at their grade level. In addition to the core subject areas student progress will also be reported in music, art, technology and wellness. The report card will also contain information regarding characteristics of a successful learner and the student's attendance.

For the skills under English Language Arts, Math, Science and Social Studies the following grading marks will appear:

- **E – Exceeds Standard-Student exceeds grade level expectations.**
- **M – Meets Standard-Student consistently meets grade level expectations.**
- **P – Progressing towards Standard-Student working towards meeting grade level expectations.**
- **N – Needs Improvement-Student not meeting grade level expectations.**

For the skills under characteristics of a successful learner the following grading marks will appear:

+ Skill demonstrated consistently.

- Skill not demonstrated consistently

Student progress in each special subject area is assessed in the marking periods indicated:

- Art (2nd and 4th grading period)
- Music (2nd and 4th grading period)
- Wellness Education (all year)
- Technology Education - New (2nd and 4th grading period)

Additional information is available on the [www.deerlakes.net](http://www.deerlakes.net) website.

## **Interim Reports and Report Cards**

In grades one through twelve, interim reports shall be issued by each teacher at the middle of the nine week report period. These notices are intended to inform parents and stimulate more satisfactory progress. The Deer Lakes School District will post report cards for students in grades 1-12 four times a year. Grades for students in kindergarten will be posted twice a year.

Parents can access interim reports and student report cards via the Skyward parent portal. Grades in Skyward are also updated on a regular basis which allows parents to see their child's progress at any time throughout the school year.

## **Promotion Policy ([Deer Lakes School Board Policy #215](#)) Hyperlink**

The Board recognizes that 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. Retention of a student is an extremely individualized situation. Individual potential, respective school situation, work habits, absentee rate, areas of weakness, etc. are all factors that need to be considered. Student progress is monitored continually throughout the year. Parents will be called in to discuss the progress of students who are struggling academically. The decision to retain a student will be made only after all efforts for remediation have failed to bring the student up to the necessary skill level.



### **Attendance- (Deer Lakes School Board Policy #204) [Hyperlink](#)**

One of the primary prerequisites to a successful school year is regular attendance at school. It is an important responsibility for parents to foster good attendance behaviors in their children. It is your responsibility as a student to attend school daily.

Students who have been absent from school must bring in an excuse as required by state law. This excuse should be brought on the day that the student returns to school. The excuse provided will include the following information:

1. Date(s) of absence.
2. Reason for absence.
3. Parent/guardian signature.

The excuse will be presented to the homeroom teacher. **If a student does not provide an excuse within three (3) days of return from the absence, the absence is considered unlawful. When a student acquires three (3) unlawful absences, the school district is required by law to serve notice on the parents/guardians and the student will be enrolled in the Deer Lakes Truancy Prevention Program. The continuation of additional unlawful absences may require the district file a summary citation for truancy with the District Magistrate. If found guilty, this may result in fines being issued against the parents/guardians and/or the student.**

The Department of Public Instruction School Attendance Register provides that a claim of continued or repeated illness justifies the school in requiring a statement from medical authorities.

### **Lawful Absence/Tardy-**

- Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
- Vacation approved by the building principal (5 total school days). Additional days per “special” circumstances need approval by the superintendent or assistant superintendent of schools.
- Quarantine
- Death in the immediate family
- Impassable roads as determined by the District Transportation Coordinator.
- Exceptionally urgent reasons that are not recreation or work oriented (religious exemptions, disasters, catastrophes)
- Students on suspension from school
- Court Attendance

### **Tardiness to School: A little late is too late!**

If you arrive at school after 9:05 am, accompany your child to the main office for a late slip. Any student reporting late to school must have a written note from the parent/guardian explaining the reason for being tardy.

Tardies will be marked unexcused if not verified as having a reasonable cause. A student will be charged for a half day if they arrive after 11:00 AM and a full day if they arrive after 1:00 PM.

More than 10 (ten) episodes of unlawful tardiness to school will result in a charge of truancy to be filed with the magistrate’s office. After students accumulate 10 (ten) unlawful tardies with a parental/guardian excuse any further tardiness will be considered unlawful unless accompanied by a doctor’s excuse.

### **Early Dismissal-**

Parents are encouraged to make doctor and dental appointments for out of school hours or on non-school days. If this is not possible, release time from school may be requested. A note from the parent/guardian must be presented to the office. The teacher will be informed and the student will report to the office at the designated time. To ensure everyone's protection- parents/guardians are asked to pick-up the student from the front doors of the school. Parents/Guardians will be required to present a photo ID to pick-up their child.

### **Educational Tour or Trip**

The parents/guardians of a student who wish to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application for Educational Tour of Trip (available in the Main Office and on the district website) to the principal. Except for emergency situations, which must be fully explained, this request should be submitted at least 5 calendar days prior to the date on which the student seeks to be excused from compulsory attendance.

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the tour or trip is likely to advance the educational growth of the student.

### **Request for Missed Homework**

Please contact the office if you wish for your child's work to be gathered and ready for you to pick up if they are absent. Our office staff can be contacted by calling 724-265-5330.

### **Withdrawal from School**

When moving from the district, the parent/guardian is to notify the school secretary as to the date of withdrawal, the new address and the name of the school district. School records and immunization record will be prepared and mailed to the new school. Parents must sign a release form so that the student's records can be sent to the new school.

### **Assignment Within the District**

The Board directs that the assignment of students to schools with-in this district be consistent with proper education of students and the best use of the resources of this district. The Superintendent shall assign incoming transfer students to such schools, grades and classes as may afford each student the greatest likelihood of realizing their fullest educational potential. The building principal shall assign students in his/her school to appropriate grades, classes or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school. Parents often have concerns about their child's conflicts with another student to the point that the educational process may be interrupted if these children are together in the same classroom. Written requests that their child not be placed with another student for the next school year must be submitted to the Principal by the end of May. Every effort will be made to honor this request in order to assure a classroom atmosphere is conducive to learning. Requests that a student be placed with certain friends will not be considered. After school has begun, parent requests for change of classroom assignment will not be considered.

# Student Services

## Health Services

Under PA Health Law:

- Students in grades K, 6 and 11 are required to have a current physical examination.
- Students in grades K, 3 and 7 are required to have a current dental examination.
- Students in all grades will have their height and weight measured and a vision screening performed yearly.
- Students in grades K, 1, 2, 3, 7 and 11 will have their hearing screening performed yearly.
- A Scoliosis screening is performed on all sixth and seventh graders. The purpose of this screening is to detect a possible curvature of the spine.

Any exception to the above screenings or exams **must** be in the form of a written statement or request from parent/guardian otherwise, they will be performed sometime during the school year. The school nurse's office is located on the 1<sup>st</sup> floor across from the main office.

Visits to the nurse's office are limited to illnesses and injuries that happen during the course of the school day. Students **must** have written permission (a pass) from their teacher or other staff member before going to the nurse's office. Only a true emergency will be exempted from this policy.

## Immunizations

Students must have all immunizations up to date before attending school. Please check with your personal medical provider to insure your student(s) records are current. Also, make sure the school nurse has current records. Any student without current immunizations will not be permitted to attend school.

A student should not be sent to school if he or she has a fever, an ear ache, severe headache, skin rash or sore, a severe cold or cough, nausea or vomiting, red inflamed eyes, body mites or head lice, any communicable disease, such as chicken pox, scarlet fever, or strep throat. Children who have a fever or become ill with any of the above will be sent home from school.

## Medication during School Hours- ([Deer Lakes School Board Policy #210](#)) [HyperLink](#)

Deer Lakes School District strongly recommends that student medications be administered at home, before or after school. **IF** under exceptional circumstances, it is absolutely necessary that the medication be given during school hours, the following guidelines **must** apply.

1. For the safety of students, students are not permitted to transport or carry with them ANY medication (prescription or over the counter). Exceptions to this are for physician ordered medication authorizing students to carry them (ex, inhalers, epi-pens). The attached form needs completed by a physician in order for students to carry their own medication. [Self-Carry Medication Form](#)
2. No medications will be given back to the student to transport home.
3. Prescription medication must be in the original prescription labeled container (a duplicate container for school can be obtained from the pharmacist) accompanied the following two items:
  - A. The Deer Lakes School District Medication Permission Form completed by the prescribing MD, or a written Physician order for the medication.
  - B. A detailed note from the parent or guardian giving permission for the student to have the medication given to them at school during school hours. This note must include the date, student, medication, dosage, times given, purpose and signature.

4. **Non-Prescription medication.** This medication includes any Over-The-Counter Medication or Herbal Remedy. The above mentioned must be in the Original Sealed Container. These medications also require a Physician's Order, and written permission by the Parent or Guardian to be given in the school setting. (Certain schools do not require an order by the students' Physician for certain medications, as they are already represented in the School Physician Approved Standing Orders.)  
\*Please check with your respective School Nurse in regard to this matter.
5. Students who are authorized by a doctor to carry and/or administer a medication violate the Alcohol and Other Drugs policy if he/she permits another student to take or ingest the medication.

The appropriate medication permission forms can be obtained from the school nurse.

### **Possession/Use of Asthma Inhalers**

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and [Board Policy #210.1](#)

#### **Guidelines:**

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

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - a: Name of the drug.
  - b: Prescribed dosage.
  - c: Time(s) medication is to be taken.
  - d: Length of time medication is prescribed.
  - e: Diagnosis or reason medication is needed, unless confidential.
  - f: Potential serious reaction or side effects of medication.
  - g: Emergency response.
  - h: If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler 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.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

The district reserves the right to require a statement from the physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirement for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspect of self-administration.

### **Head Lice**

The district maintains a no nit procedure. The child may return to school when the nurse or child's physician determines that he/she is nit free. The child must report to the nurse's office upon return to school. A doctor's excuse is needed if the child is absent more than one day.

### **Accidents**

Every effort will be set forth to notify you immediately if your child has a serious injury requiring medical attention. It is very important that we have the parent's working telephone numbers as well as one or two other emergency phone numbers. It is the parent's responsibility to transport the child for medical care. If necessary, the local ambulance service will be used.

### **Insurance Program**

The school district does not provide medical or hospitalization insurance for students. As such, students are given the opportunity to obtain school insurance early in the school year. Purchased for a nominal fee, this insurance covers students for accidents which occur on the way to or from school, on school premises, while attending or taking part in any school-sponsored and school-supervised activity, or while participating in intramural activities or gym classes.

When an accident occurs, the insured student must report to the teacher in charge of the activity or to the nurse's office to receive instructions for filing an insurance claim. It is advisable for all students to carry the insurance.

### **Human Growth and Development Program**

The topic of puberty and body changes is addressed at the fifth-grade level. A video and class discussion on menstruation and other pubertal changes is provided to the girls. If information is needed prior to this program, please contact the school nurse. For the boys, a video is shown followed by a discussion of body and emotional changes during this stage of development.

Notices concerning what will be covered in these sessions, as well as parental permission forms, are sent home prior to these programs.

## **Student Support Services**

### **Guidance Services**

Students have available to them the services of a school counselor, a social worker, and a school psychologist. When a need arises parents or teachers can contact the school counselor and after discussion with the parents the counselor will refer the student to the needed services.

### **Title I/Reading Support**

Students that show a definite need for individual instruction in reading have an opportunity to work with a specialist in the regular classroom.

Parental involvement is a vital part of the Title I program. Parents are invited to become involved in the planning, implementing and evaluating of the federal program. There will be a Title I orientation in the fall and additional parent meetings during the school year.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Subject selection and subject content shall be in compliance with Title IX regulations.

### **Gifted Support**

Students meeting the necessary criteria will receive services to provide enrichment/advancement opportunities.

### **Hearing/Vision Support**

In the area of hearing/vision, itinerant services are provided by the Allegheny Intermediate Unit.

### **Special Education Support**

For students needing and qualifying for specially designed instruction, special education services are available at all buildings.

Deer Lakes School District has a Special Education Policy on file with the Department of Education which is available for review in the district's Administration Office. Confidential records for special education students are covered by a district policy which allows parents or guardians to review the information by contacting the Director of Special Education.

All special education students who reside within the Deer Lakes School District, including those who attend programs outside the district, are given the opportunity and are encouraged to participate in local non-academic and extracurricular activities.

For further information, relating to these policies, please contact the Director of Special Education, Mrs. Lindsay McGaughey at (724) 265-5300, ext. 2647.

### **Speech/Language Support**

A program of evaluation and therapy is available for students with speech/language difficulties.

### **Social Support**

For students needing guidance socially, emotionally, or behaviorally.

### **East Union SAP-**

Pennsylvania Student Assistance Programs (SAP) utilizes formal and systematic approaches designed to provide assistance to students troubled by physical health, emotional health, drug, alcohol or family problems. Members of this group are concerned staff members trained to provide the support and assistance needed by many students.

The goals of the program are:

1. To express a concern for the general well-being of the student.
2. To focus on educational concerns and improve the quality of education.
3. To enlist the support of staff, family and community in providing assistance to the student. Parents, staff members, peers or the student may make a referral by contacting any member of the CARE team.

### **Homebound Instruction-**

Students unable to attend school for extended periods of time may receive Homebound Instruction with a signed order from a Physician. The district needs to be provided with a signed prescription from the Physician indicating the exact start date and anticipated end date of the required Homebound Instruction. Homebound Instruction consists of a teacher providing 5 hours of instruction per week in the student's home. Please contact the building principal for further information.

### **English as a Second Language: EL Program Requirements**

Purpose: To help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet.

Schools are required to:

- Enroll students using the same procedure as other students, no requirements for immigration information
- A “home language survey” to determine language spoken at home must be provided to all new students and to all students currently enrolled
- Test the student to determine ability level in English and also in native language
- Provide EL instruction if needed and in the amount to ensure attainment
- Provide appropriate accommodations to all other subject areas and tests
- Evaluate EL instruction and adjust as needed
- Communication of program descriptions and services must be in native language
- Evaluate for special education services, when and if needed.

### ***COMPLAINT RESOLUTION PROCESS FOR ENGLISH AS A SECOND LANGUAGE (ESL)***

**First Step:** Parent will meet with the classroom teacher and EL teacher. If the problem is not resolved move to:

**Second Step:** Parent will meet with the building principal, classroom and EL teacher. If the problem is not resolved move to:

**Third Step:** Parent will meet with the building principal, district EL Coordinator and AIU EL administrator. At this time, the parent may also be referred to a parent support group to assist them in resolving the problem.

**Final Step:** If all of the above have been unsuccessful, then the parent will be referred to Anna Sainz de la Pena, ESL/Bilingual Education Advisor, and Pennsylvania Department of Education. The telephone number is 717-787-8913.

### **Testing Programs**

Various kinds of testing are administered throughout the school year. Results are used to help determine the degree of academic attainment.

- **DIBELS 8<sup>th</sup> Edition Testing-** The Dynamic Indicators of Basic Early Learning Skills (DIBELS) are a set of procedures and measures for assessing the acquisition of early literacy skills for students. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills.
- **i-Ready Reading and Math- (3<sup>rd</sup> Grade)-** The i-Ready Reading and Math programs are adaptive diagnostic assessments that identify student needs in the sub-skill levels and ongoing progress monitoring to show whether students are on track to achieve end of year targets.
- **i-XL Reading and Math- (4<sup>th</sup> and 5<sup>th</sup> Grade)-** The i-XL Reading and Math programs are adaptive diagnostic

assessments that identify student needs in the sub-skill levels and ongoing progress monitoring to show whether students are on track to achieve end of year targets.

- **CogAT- Cognitive Abilities Test- (CogAT)- (4<sup>th</sup> Grade)-** The purpose of the Cognitive Abilities Test (CogAT) is to assess students' abilities in reasoning and problem solving using verbal, quantitative, and spatial (non-verbal) symbols.

### **School Resource Officer**

The School Resource Officer program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment. The officer, while in the school, is involved in a variety of functions aimed at prevention. Besides being an active high profile law enforcement officer, the SRO is a resource for students, parents, teachers and administration regarding legal issues. The SRO is a link to other service agencies, which provide prevention and counseling services within the school district. Working hand in hand with the Principal in each school, the SRO assists with finding solutions to problems affecting school-age children of the 21st century.

The SRO program reflects a community partnership between the Township of West Deer Police Department and the Deer Lakes School District to ensure that our schools are safe, secure, and provide an orderly learning environment.

### **Dress Code – (Deer Lakes School Board Policy #221) HyperLink**

Generally, the dress and appearance of students at Deer Lakes is such that little needs to be said regarding this matter. The school is a work place for staff and students, so adequate and modest dress is required. However, for those very few who attempt to draw attention to themselves by dressing to extremes, discipline action may be taken. Students may be assigned discipline or an alternate setting by an administrator.

***The following apparel, style or modes of dress are not permitted in the Deer Lakes School District.***

- Clothing that may prove hazardous to the student or other students
- No hats, bandannas, and sunglasses are to be worn in the building.
- Clothing with obscene or suggestive pictures or language may not be worn.
- Clothing that advertises drugs, alcohol, or objectionable suggestions are not permitted.
- Clothing that is a distraction to the learning environment.

***\* The administration and faculty have the right to question a student's dress. The administration also reserves the right to take any necessary action if any item of clothing is not specifically covered in the list posted above.***

### **Food Services- (Deer Lakes School Board Policy #808)**

The goal of our food service department is to provide nutritious food that is of optimal quality at a reasonable price. The food service program is operated under the regulations of the federally funded National School Lunch and Breakfast Program. The United States Department of Agriculture (USDA) requires that the breakfast and lunch program meet specific nutritional criteria, thus ensuring that your child is provided with the nourishment his or her growing body needs.

### **Adding Money to Your Child's Account**

You may add money to your child's account by logging on to [www.schoolcafe.com/deerlakes](http://www.schoolcafe.com/deerlakes).

### **2023-2024 Meal Prices**

Families are still encouraged to apply for the Free and Reduced Lunch option. Applications can be found on the district website. Breakfast is served prior to homeroom time.

Breakfast Prices:

Breakfast is free for all students for the  
2023-2024 school year

Lunch Prices:

Lunch Price	\$3.00
Reduced Price:	\$0.40



## **Cafeteria Procedures**

In order for you to better understand daily operations in the DLSD cafeterias, please review the following procedures:

- A computerized debit system is in place in all schools. Every student has been assigned a PIN, which is their student ID number. Students must enter their PIN regardless if they have cash or are using money on account.
- Any amount of money may be sent in for your child's cafeteria account. Please contact the food service director if you wish to restrict your child's access to ala carte items, breakfast and additional purchases. A notation will be placed on your child's account. Students will be allowed to purchase extras unless we receive a note from the parent indicating otherwise.
- Students may pay cash each day for purchases. Maintaining a balance is encouraged, but not required.
- Students are expected to have money in their account in anticipation of purchases, unless they are paying with cash. Substitutions will be provided for students with special dietary needs.
- Balances from the previous school year will be available for use on the first day of school. Please remember that any money remaining at the end of the current school year will be forwarded to the following school year; refunds will not be issued unless a student is withdrawing from the district or is graduating.
- Students eligible for free meals do not need to make deposits. However, they are welcome to deposit money for extras. The system is coded to recognize that your child is free or reduced when they enter their PIN. Therefore, a child's status remains completely confidential.
- Please make all checks payable to **Deer Lakes Cafeteria Fund**. Checks returned from the bank are subject to a \$25 service fee.
- Parents may request a detailed activity report at any time for their child's account. Parents may view a detailed activity report at [www.schoolcafe.com/deerlakes](http://www.schoolcafe.com/deerlakes). The report will outline every transaction on your child's account. If you wish to request one, please contact the director of food services.
- On 2-hour delay days, breakfast will be served. Delayed breakfast time at CV/EU are 10:30-11:00am. The cafeterias will mostly follow the regularly scheduled lunch menu.

## **Student Conduct at All School Events**

All students are expected to do their very best to always exercise self-discipline and good behavior, at all school events and activities. All school rules must be followed as if a regular school day were in progress. A student may be excluded from all Deer Lakes School District events, if his or her conduct is not appropriate.

## **Weapons on District Property- ([Deer Lakes School Board Policy #218.1](#)) HyperLink**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

**For the Halloween festivities, students may not have a toy (facsimile) sword, knife, gun, or weapon as defined in the Firearms/Weapons Policy as part of a Halloween costume.**

**Tobacco and Vaping Products on District Property- ([Deer Lakes School Board Policy #222](#)) HyperLink**

The Board recognizes that tobacco/nicotine and nicotine delivery products presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, pipe or other smoking product or material and smokeless tobacco in any form. Including chewing tobacco, snuff, dip or dissolvable tobacco pieces. For purposes of this policy nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to comma, any device or associated products used for what is commonly referred to as vaping or juuling.

The Board prohibits possession, use or sale of tobacco, nicotine or nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco, nicotine or nicotine delivery products by students at school-sponsored activities that are held off school property.

**Electronic Devices- ([Deer Lakes Board Policy #237](#)) HyperLink**

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Electronic devices shall include all portable digital devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet, as well as any new technology developed with similar capabilities. School day shall include from the time the student arrives on school property to the official dismissal time set forth by the district for that particular building.

The Board prohibits use of electronic devices for non-educational purposes by students during the school day in district buildings; on district property; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. Any electronic device in the possession of a student during the school day must be turned off and rendered incapable of signaling the receipt of calls or other data unless authorized by building administrator or employee. Portable digital devices and similar devices may be used on district buses, provided that such devices are used with personal earphones or in such a manner as not to create disruption or annoyance to the driver or other passengers.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Electronic Images and Photographs The Board

prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies. Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Code of Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Student Code of Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy by publishing such policy in handbooks, newsletters, the district website, posted notices and other efficient methods. The Superintendent or designee shall develop administrative regulations to implement this policy.

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

The building principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building principal may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance, or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

In all cases, the device must be able to be placed in a silent or vibrate mode so devices do not interfere with the educational process.

### **Six-Day Cycle**

On the six-day cycle, each school day is numbered one through, six, with the first day of school being day one. The days are numbered consecutively, one through six. If any day is missed, due to vacation or any other reason, the next school day becomes the next consecutively numbered day.

### **Locker Rules and Expectations**

Students are assigned lockers for the storage of books, equipment, and materials with school purposes.

Students should get study materials for their morning classes before homeroom and material for their afternoon classes after lunch.

No one should leave class to go to their locker.

Students shall have no expectation of privacy in their locker, and the building administration reserves the right to inspect lockers at any time by any means. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Locker searches may include an individual locker or a series of lockers depending upon the need.

**Official police dogs may be used to search lockers.**

### **Lost and Found**

Students who find lost articles are asked to take them to the office where their proper owner can claim them. Items that are turned into the office will not be kept beyond the end of each nine-week grading period. Students who have lost articles should inquire at the office for the possible return of their articles and materials.

### **Fire Drills and other Emergency Drills**

All students must learn and follow correct emergency drill procedures that maintain safety for themselves and their fellow students. Directions and procedures are posted in each teacher's room. Teachers will make sure the following directions and procedures will be observed:

1. When the fire alarm is sounded, students are to move quickly and quietly without shouting, running, or pushing to the designated exit specified by the teacher.
2. Gaps in student lines are to be kept closed. Students are not to linger and loiter in order to be with friends. It is mandatory that students remain together in a group.
3. Students in the nurse's office or restrooms are to vacate the building as quickly as possible.
4. Students must always follow the directions given to them by teachers.
5. The school administrator will give the signal when students may return to the building and their classrooms.
6. Students will return quietly and quickly to their classroom.

In addition to fire drills, the Deer Lakes School District conducts other emergency drills throughout the year. Students are instructed on the procedures for each of these drills prior to practicing. These drills may include, but are not limited to, severe weather, building intruder, and outside contamination.

### **Use of Student Photos and Interviews for Publicity**

Individual and/or group interviews, photographs or videotapes of students may be taken during the school year for use in district publications, on the Internet, or by the local media. These methods are used to inform the community about the district's educational philosophy as well as its programs, services and special events. The Deer Lakes School District also facilitates positive media publicity by arranging for interviews and/or photographs of its students.

**If you DO NOT want your child's photograph to appear in any of these publications and/or if you DO NOT want your child to be interviewed for publicity purposes, please notify your child's building principal.**

### **Deer Lakes Student Code of Conduct**

*"We, the students of the Deer Lakes School District, will act in a respectful manner with concern towards our environment to obtain an optimal learning environment. We realize that our mission is to do our best in the learning process. To do this we will be responsible for our own actions. We will act with concern toward ourselves, others, and the environment and we will take full advantage of our learning opportunities."*

#### **Key Points**

- I. *Responsibility*
  - a. *To observe school code*
  - b. *To act in a responsible manner*
  - c. *To be responsible for my own action.*
- II. *Respect*
  - a. *To respect myself*
  - b. *To respect others*
  - c. *To respect property*
  - d. *To respect school personnel*

### III. Concern

- a. Concern for my well being
- b. Concern for the wellbeing of others
- c. Concern for the environment

### IV. Learning

- a. To take full advantage of learning opportunities
- b. To do my best
- c. Do not CHEAT

For your information, refer to the following pages for detailed information regarding disciplinary concerns. **To ensure the fair and reasonable application of the Deer Lakes School District Discipline Policy, it is hereby stated that active administration, based upon certain knowledge of situation or circumstance, exercise sound professional judgment and discretion in the fulfillment of their duties in relation to discipline. Any and all exercise of this nature shall remain subordinate to the disposition of the Superintendent of Schools.**

### Detention Guidelines

- The serving of detention on the days assigned is the responsibility of the student. If a student fails to serve on the originally assigned date, he/she will be assigned a second date. Failure to serve on the second date will result in an in-school suspension. No reminder will be issued by the office.
- A change in days for a student's assigned detention can only be made through a phoned parental request. Parents requesting a change should call the principal's office no later than 1:00 p.m. on the day the detention is assigned to be served.
- Students with two or more assigned detentions must serve them consecutively once they have started.
- Any student absent on the day of an assigned detention is required to serve that detention on the day they return to school. **No reminder will be issued by the office.**
- Detention will be conducted from 3:20-4:00pm.
- All students assigned to detention must bring with them enough class-related work to remain academically occupied for the entire assigned detention period. No talking at any time is permitted in the detention room.

### Guidelines for the Operation of Saturday Detention Program

- Only the Principal may assign a student to a Saturday Detention. A letter and/or phone call shall be used to notify parent(s) or guardian(s) of the student's Saturday
- The Saturday Detention monitors will be given the names of the students and their schedules.
- Students report to Saturday Detention as assigned. Absences due to emergencies or illness will have the Detention rescheduled. Failure to report to a rescheduled Detention will result in an Out of School Suspension. Exception to this will require a doctor's excuse.
- Saturday Detention will be conducted from 8:30 a.m. to 12:00 noon. Students arriving after 8:30 a.m. will be considered late and will receive no credit for Saturday Detention. A 3 day Out of School Suspension will result in unexcused absences. Transportation is parental responsibility. Parents must sign child in and out of Saturday Detention.
- Students attending Saturday Detention must bring books and study material. Students will not be allowed to go to a locker. They must gather their materials on the previous Friday for Saturday Detention. Work must be completed as required by the teacher that assigned the work.
- There will be no eating, drinking, sleeping, talking, or use of any electrical amusement device in Saturday Detention.
- There will be intermittent breaks during Saturday Detention at the proctor's discretion (one restroom).
- All normal school rules apply.

### Suspension

1. Out of School Suspension is described as such and in accordance with the appropriately outlined step within the policy.
2. The procedure for a 10-day Out of School Suspension is as follows:
  - Three (3) Day Out of School Suspension given upon initial conference with students and parent/guardian
  - Conference on or before the 3rd day with student and parent/guardian
  - Student returns to school with all homework assignments

A student cannot participate in any extracurricular activity while on suspension, whether In-School Suspension or Out of School Suspension.

### **Transportation Safety Guidelines**

The child's safety is a major concern of the school, but the cooperation of the home and school is necessary to build proper habits of safety. Students who ride the bus stops are to:

1. Arrive at the bus stop five or ten minutes before the arrival of the bus.
2. Respect the property of others, do not cross or walk on lawns, litter, or damage in any way.
3. Walk on the sidewalk. Where no sidewalk exists, walk facing traffic.
4. Refrain from playing games on the road while waiting for the school bus.
5. Obey the special patrol person or crossing guard.
6. Refuse to enter or approach strange automobiles.
7. Go directly to school or home before beginning to play.
8. Be considerate of smaller children.
9. Be courteous and quiet on the school bus to help the driver avoid accidents.

### **Bus Rules and Regulations**

Students are to:

1. Ride only the bus to which they have been assigned. Parents should not request permission for their children to ride another bus unless it is an absolute emergency after discussion with building principal.
2. Walk on the left side of the highway facing traffic where there are no sidewalks.
3. Do not play games on the road while waiting for the bus.
4. Wait until the bus comes to a complete stop before boarding or leaving a seat.
5. Go directly to assigned seat when boarding the bus.
6. Keep books, lunches, etc., on your lap - not in the aisle of the bus.
7. Keep all parts of the body (hands, arms, and head) in the bus.
8. Talk quietly with your seatmate, but not with the driver when the bus is in motion.
9. Get off only at assigned stops unless you have written consent of the principal, transportation director, or designee.
10. Cross the road in front of the bus immediately after discharge.

### **Additional Bus Rules and Regulations**

1. The bus driver is in charge of the bus just as the teacher is in charge of the classroom.
2. Any type of student misbehavior or irregularity, which tends to distract the driver, or threatens the safety of passengers, and interferes with the safe operation of the bus, must be reported by the driver to the principal.
3. If the misbehavior recurs, the transportation department will send a written report to the principal who will contact the student and parent.
4. If the misbehavior continues, the student may receive a disciplinary measure, which may include a bus suspension.
5. The district desires the cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to contact the school to discuss any problems or concerns.

### **Bullying/Cyberbullying- ([Deer Lakes School Board Policy #249](#)) HyperLink**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

**Bullying**, as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer **and Title IX Coordinator**. If, in the course of a bullying investigation, potential issues of discrimination are identified, the **Title IX Coordinator** shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with **applicable law, regulations**, this policy and the district's legal and investigative obligations.

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.

2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

### **Education**

The district

{ } may

{ } shall

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another educational option, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy.
10. SAP Referral.
11. Referral to law enforcement officials.

### **Bully Prevention Program**

The Deer Lakes School District Bully Prevention Plan is modeled after the Olweus Bullying Prevention Program, a research-based program that originated in Norway. This program provides the structure and strategies necessary to take a proactive rather than a reactive approach when responding to social and behavioral issues. The plan promotes these anti-bullying school rules:

1. We will not bully others



2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## East Union Intermediate Center Discipline Guidelines

### LEVEL I MISBEHAVIORS

**Level I Misbehaviors** are handled by individual staff member with administrative intervention as required. Action based on teacher and administrative judgment at local school level.

<b>Section I</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Running	Documented Warning	Lunch/Recess Detention	Lunch/Recess, Detention
Disruptive Behavior (hall, restroom, playground, cafeteria)	Documented Warning	Lunch/Recess Detention	Lunch/Recess, Detention
Failure to Carry Out Direction	Documented Warning	Lunch/Recess Detention	Lunch/Recess Detention

### LEVEL II MISBEHAVIORS

**Level II Misbehaviors** require administrative intervention. A continuation of Level I misbehaviors.

<b>Section II</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense*</b>
Lying	1-3 Days Lunch/Recess Detention	3-5 Days, Lunch/Recess Detention	1-3 Days, After School Detention
Harassment	1-3 Days Lunch/Recess Detention	3-5 Days, Lunch/Recess Detention	1-3 Days, After School Detention
Horseplay	1-3 Days Lunch/Recess Detention	3-5 Days, Lunch/Recess Detention	1-3 Days, After School Detention
Throwing Food	1-3 Days Lunch/Recess Detention	3-5 Days, Lunch/Recess Detention	1-3 Days, After School Detention
Unsafe Act/Minor Altercation	Administrative Discretion Based Upon Severity and Circumstance		
Behavior Unbecoming a Deer Lakes Student	1-3 Days Lunch/Recess Detention	3-5 Days, Lunch/Recess Detention	1-3 Days, After School Detention

### LEVEL III MISBEHAVIORS

**Level III Misbehaviors** require administrative intervention. A continuation of Level II misbehaviors.

<b>Section I</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense*</b>
Stealing	1-3 Days After School Detention	3-5 Days After School Detention	1 Day Out of School Suspension
Bullying	1 Day After School Detention	3-5 Days After School Detention	1 Day Saturday Detention
Fighting	3-5 Days After School Detention	1 Day Out of School Suspension	2-10 Days Out of School Suspension
Leaving School Without Permission	3 Days After School Detention	5 Days After School Detention	1 Day Out of School Suspension
Possession/Use of Unauthorized Materials, Electronic Devices	1-3 Days After School Detention	3-5 Days After School Detention	1 Day Out of School Suspension
Disrespect for School Authority, Open Defiance/Abusive Language	3 Days After School Detention	5 Days After School Detention	1 Day Out of School Suspension,
Obscene Language/Acts	1-3 Days After School Detention	3-5 Days After School Detention	1 Day Out of School Suspension
Cell Phone/Electronic Device Use During School Day (8:30 -- 3:45)	1-3 Days After School Detention	1-3 Days After School Detention	1 Saturday Detention

**\*After 3rd offense of Level III Misbehaviors, administrative discretion will be used to determine the length of the Out of School Suspension.**

## LEVEL IV MISBEHAVIORS

Level IV Misbehaviors require administrative intervention. A continuation of Level III misbehaviors.

Section I	First Offense	Second Offense	Third Offense*
Possession/Use of Tobacco Products	Up to 3 Days Out of School Suspension, Parent Conference, Referral to Magistrate, CARE Referral	Up to 5 Days Out of School Suspension, Parent Conference, Referral to Magistrate, CARE Referral	Up to 10 Days Out of School Suspension, Parent Conference, Possible Expulsion Hearing, Referral to Magistrate
Possession/Use of Over the Counter Medication/Prescription Medications	Up to 3 Days Out of School Suspension, Parent Conference	Up to 5 Days Out of School Suspension, Parent Conference, CARE Referral	Up to 10 Days Out of School Suspension, Parent Conference, Possible Expulsion Hearing

## LEVEL IV MISBEHAVIORS

	First Offense	Second Offense	Third Offense*
Vandalism	Level 1	Up to 3 Days Out of School Suspension, restitution, report to Superintendent (Pecuniary loss of \$149.99 or less). Notify police for summary offense citation.	
	Level 2	Up to 5 Days Out of School Suspension, restitution, report to Superintendent (Pecuniary loss of between \$150.00 and \$499.99). Notify police for processing criminal filing of a 3rd degree misdemeanor.	
	Level 3	Up to 10 Days Out of School Suspension, restitution, social probation; report to Superintendent for possible board action. (Pecuniary loss of \$500.00 or greater). Notify police for processing Criminal filing that is appropriate under PA Title 18.	
Weapons	Administrative discretion, as per Board Policy.		
Illegal Substances (possession/use, drugs/alcohol) for	Up to 10 Days Out of School Suspension, notify parent of incident and need for drug assessment prior to return to school, submit complete and accurate report to the Superintendent Board action, due process hearing; possible expulsion or placement in Alternative Education Program. Upon return to school, referral to CARE team.		
Assault (Verbal/Physical)	Administrative Discretion based on severity and circumstances.		
Sexual Harassment	Administrative Discretion as per Board Policy.		
Terroristic Threat	Up to 10 Days Out of School Suspension, notify police, notify parent, submit complete and accurate report to the Superintendent for Board action, due process hearing, possible expulsion, placement on Alternative Education Program.		

CONFERENCES CAN BE REQUIRED BY PRINCIPAL OR PARENT.

## School Vehicle Regulations

The Deer Lakes Area School District and the State of Pennsylvania have provided the privilege of transportation to all eligible students.

All traveling students are charged with the responsibility of showing proper respect for the driver and for the school program.

Based on a "School Bus Conduct Report" completed by a driver, students may be denied the privilege of being transported to and from school for the following reasons. Students are responsible to observe all rules and regulations posted within each vehicle.

Student Behavior	First Offense	Second Offense	Third Offense
Pushing or disorderly rushing to the proper school vehicle exit while loading or unloading	Phone or written notification home.	Detention	3 day bus suspension
Using abusive language	Phone or written notification home.	1 day bus suspension	3 day bus suspension
Loud and boisterous noise or indecent gestures that could distract the driver	Phone or written notification home.	1 day bus suspension	3 day bus suspension
Spitting or throwing trash on the floor of the school vehicle	Phone or written notification home.	1 day bus suspension	3 day bus suspension
Illegal substances or hazardous objects or materials on the school vehicle	See School Discipline Policy		

Refusing to sit in seat assigned by the driver	1 day bus suspension	3 day bus suspension	5 day bus suspension and informal hearing
Throwing objects through the air	1 day bus suspension	3 day bus suspension	5 day bus suspension and informal hearing
Gambling in any form on the school vehicle	Phone or written notification home.	3 day bus suspension	5 day bus suspension and informal hearing
Use of any tobacco product while traveling to or from school	Refer to School Policy		
Moving through the school vehicle while vehicle is in motion	Phone or written notification home.	3 day bus suspension	5 day bus suspension and informal hearing
Boisterous and annoying yells to the passing public	Phone or written notification home.	3 day bus suspension	5 day bus suspension and informal hearing
Possessing or distributing obscene pictures or materials while on the school vehicle	See School Discipline Policy		
Tampering with emergency windows, doors or roof vents, or unauthorized use of emergency exits	3 day bus suspension	5 day bus suspension	10 day bus suspension and informal hearing
Marking or destroying any part of the school vehicle	5 day bus suspension and informal hearing	10 day bus suspension and informal hearing	10 day bus suspension and informal hearing.
Harassment/Bullying	See corrective measurements for harassment/bullying at the elementary level		
Minor altercation or fighting with any member of the traveling group	See corrective measures for fighting at secondary and elementary levels		
Placing arms or parts of body out of windows	5 day bus suspension and informal hearing	10 day bus suspension and informal hearing	10 day bus suspension and school board hearing.
Throwing objects or materials from the school vehicle with intent to injure persons or property.	10 day bus suspension and informal hearing	10 day bus suspension and school board hearing.	10 day bus suspension and school board hearing.
Ethnic Slurs	1 day bus suspension	3 day bus suspension	5 day suspension, informal hearing
Entering or exiting a school Bus at an unassigned stop without permission	Phone or written notification home	1 day bus suspension	3 day bus suspension and informal hearing
Combination of offenses	Discipline assigned at the discretion of the Principal		
Unsafe acts	Discipline assigned at the discretion of the Principal		
Disrespectful behavior toward school vehicle driver	Discipline assigned at the discretion of the Principal		

No type of can, carton, bottle or container will be permitted on school vehicles.

*Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school and subjecting parents or guardians to arrest.*

**The above rules are established for the safety of all children and the concern the Board has for those who ride school vehicles**

### **Acceptable Use of Internet, Computers, and Network Resources- (Deer Lakes School Board Policy #815)**

The Board supports use of the district's computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. This policy represents the district's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, computers and network resources; support the effective use of the district's Internet, computers and network resources for educational purposes; protect users against potential dangers in their use of the Internet, computers and network resources; and ensure accountability. The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. The district's Internet system has a limited educational purpose, which includes use of the system for classroom activities, continuing education, and professional or career development. The district's Internet system has not been established as a public access system or public forum. The district reserves the right to place restrictions on use to ensure its limited educational purpose. Students may not use the system for personal or commercial purposes. Staff may use the system for personal purposes if such use is limited, but not commercial purposes. Staff may use the district Internet system for communications related to collective bargaining and union organizational activities. For instructional purposes, the use of Internet, computers and network resources shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The term child pornography is defined under both federal and state law. Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law. Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. 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 resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board has identified the following types of material as Prohibited, Restricted, and Limited Access Material.

**Prohibited Material** – Prohibited material may not be accessed by the students or staff at any time, for any purpose. This material includes material that is stated in law and defined in this policy as inappropriate for access by minors. The Board designates the following types of materials as prohibited: obscene materials; child pornography; material that is harmful to minors or appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as “for adults only”; and material that promotes or advocates illegal activities.

**Restricted Material** – Material that is restricted may not be accessed by elementary or East Union Intermediate Center students at any time, for any purpose. Restricted material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or by staff for legitimate research or professional development purposes. Restricted material includes materials that promote or advocate the use of alcohol and tobacco/nicotine, hate and discrimination, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the district.

**Limited Access Material** – Limited access material is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher. Limited access material includes such material as games, jokes, recreation, entertainment, sports, and investments.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access. The determination of whether material is prohibited, restricted, or limited access shall be based on the content of the material and the intended use of the material, not on the functions of the technology protection measure.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering to enable access to specific sites containing appropriate material that is inappropriately blocked through technology protection measures and is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling or adjusting of Internet blocking/filtering to enable access to specific sites for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering for specified sites for a student’s use. If a request for temporary disabling of Internet blocking/filtering for specified sites is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review. Students’ Constitutional rights to freedom of speech and freedom to access information shall be protected when they use the district’s Internet, computers and network resources, in accordance with law, regulations and Board policy.

The district shall make every effort to ensure that this resource is used responsibly by students and staff. The district shall annually inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use, and may use tracking systems to track and recover lost or stolen equipment. Student user agreements shall also be signed by a parent/guardian. Parents/Guardians may request the termination of their child’s Internet access at any time. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet. Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system. Safety It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity. Examples include, but are not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
2. Commercial or for-profit purposes.
3. Political lobbying. Communicating with elected representatives or expressing viewpoints on political issues is not prohibited.
4. Product advertisement.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, offensive or inflammatory communication and posting false or defamatory information about another person or organization.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization or going beyond one's level of authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users shall immediately notify the system administrator if they identify a possible security problem.

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative regulations. Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal. The district shall develop administrative regulations and procedures addressing the disclosure of student information, posting student-created material, and posting pictures of students on the district website.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

In the event there is an allegation that a student has violated this policy, the student shall be provided with a notice and opportunity to be heard in the manner set forth in the Student Code of Conduct and in accordance with Board policy.

Employee violations of this policy shall be handled in accordance with district policy and an applicable collective bargaining agreement. The due process rights of all users shall be respected in the event there is a suspicion of inappropriate use.

### **School Visitors- (Deer Lakes School Board Policy #907)- HyperLink**

At Deer Lakes, we strive to promote a strong partnership between home and school. As such, we welcome your visits to our schools. The students enjoy having you here as well. However, in order to maintain the best possible environment for students, we would like to remind you of our procedures.

- The district is also requesting that any parent/guardian who needs to meet with a teacher must make an appointment through the School Office.
  - Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge, and receive instructions.
  - After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.
  - All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's badge.
  - No visitor may confer with a student in school without the approval of the principal
- The district is requesting that all visitors who are volunteering at the school must show picture identification to the office secretary.
- Additionally, any item that is brought to the school for a student must be left in the building's main office and cannot be delivered by the parent/guardian to the classroom.

These steps are being implemented to provide the district better control of the people who enter our building on a daily basis, and, most importantly, to protect the safety and well-being of the children in our care.

### **Parties and Special Events**

When the school hosts volunteers on party days, only those volunteers that have been confirmed with appropriate clearances received and scheduled through the classroom teacher will be admitted. Due to food restrictions, no edible items should not be sent into school as a class treat.

### **Birthday Party Invitations**

For the classroom teacher to pass out student birthday invitations- ALL classroom students must be invited to the party. The school is not responsible for distributing invitations to a select group of students. Student addresses and email addresses will not be available through the school district.

### **Early Dismissal of Students or Student Pick-Up**

Parents are encouraged to make doctor and dental appointment for out of school hours or on non-school days. If this is not possible, release time from school may be requested. If you find it necessary to pick up your child at school, please follow the procedure list below:

1. A note **must** be sent to the child's teacher the day you are picking up your child.
2. If there is an emergency and your child needs to be dismissed early, please call the school secretary and she will have your child in the office as the designated time. When you arrive please follow the steps below.
3. When picking up your children, parents must ring the front door bell and present ID.
4. Parents will remain outside and your child will be brought to you.
5. If a child is to go home with someone other than his/her parents, a written note **must** be sent to the school or the child will not be released. Identification will also be requested.
6. Students are not permitted to ride any bus other than the one they have been assigned. Permission must be granted by the principal or designee.

### **Car Pick-up Line Dismissal**

Families planning to pick up their children during dismissal at 3:20 pm are to enter the parking lot from the East Union Road entrance and follow the two lines of traffic toward the back of the lot. The line will circle around on to our playground. Please display your automobile pick up window tag by hanging it from your rearview mirror. Our staff will bring your child to your car. There is no need to exit your vehicle. Once your child is securely fastened, you will exit the lot using the ramp that leads back down onto East Union Road. Thank you for your cooperation. By following these procedures, we will be able to maintain the best and safest dismissal procedures at East Union Intermediate Center.

### **Public Records**

The Deer Lakes School Board recognizes the importance of public records as the record of the district's actions and the repository of information about the district. Please go to [www.deerlakes.net](http://www.deerlakes.net) and click on "Board Policies" and go to policy #801 – Public Records to review all district guidelines dealing with public records.

### **Discrimination / Title IX Sexual Harassment Affecting Students**

#### **[\(Deer Lakes School Board Policy #103\) Hyperlink](#)**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.



The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

#### Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

**Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault**

**Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.**

**Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

**Retaliation**

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

**Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

**Discrimination**

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student’s behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual’s participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
  - i. Length of relationship.
  - ii. Type of relationship.
  - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

#### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent, as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 19 East Union Road, Cheswick, PA 15024

Email: babarnes@deerlakes.net

Phone Number: 724-265-5300 x 1213

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as

assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Guidelines**

#### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

#### **Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.

2. Permanent transfer to another classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

#### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

#### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

### **Nondiscrimination-Qualified Students with Disabilities**

#### **(Deer Lakes School Board Policy #103.1) [HyperLink](#)**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

### **Exemption from Instruction- (Deer Lakes School Board Policy #105.2) [HyperLink](#)**

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.

The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the parent/guardian or student to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class

when the specific instruction objected to is presented. When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.

4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.

5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.

6. The building principal shall determine where the student shall report during the time the student is excused.

All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.

Students may refuse to dissect, vivisection, incubate, capture, or otherwise harm or destroy animals, or animal parts, as part of their course of instruction. A student who chooses to refrain from participation in or observation involving dissection shall be offered an alternative education project to obtain the factual knowledge, information or experience being taught. A student shall not be discriminated against based upon his/her decision not to participate.

For More Information on these, or any District Policy, refer to [www.deerlakes.net](http://www.deerlakes.net) – policy section

### **Parent/Guardian Request**

Parents/Guardians may request information regarding the professional qualification of their child's or children's teacher(s) providing instructional services.

### **Closings**

School delays and emergency closings will be announced over local radio/TV stations, internet access, or our district Alert Now System. To ensure you child's safety, prior arrangements to accommodate students when school is not in session should be made.

### **Transportation- (Deer Lakes School Board Policy #810) HyperLink**

Transportation for students shall be provided in accordance with existing law.

The Board shall purchase, equip, and maintain vehicles and contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district and contract has evaluated the results of that screening process.

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where passengers load and unload.

The school bus driver shall be responsible for the discipline of students while they are being transported. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.

The Superintendent or designee shall be responsible to prepare a district map or schedule indicating each bus stop and bus route, maintain records and make required reports regarding school transportation, and distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.

Reports of Employee Crimes / Child Abuse District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contract service providers; were charged with a crime deemed serious under the criteria established by law; and have been charged with or convicted of crimes that affect their suitability to have direct contact with students. This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers. The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination. If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students. Each child will be assigned one bus assignment only for commute to school and from school. A student may have a different a.m. bus stop pick up point than his/her p.m. drop-off point; however, each bus stop must remain the same for each day of the week. In order for a student to have multiple bus assignments; the parent must provide legal documentation of custody situations. A copy must be submitted to the Transportation Department office. Any changes to bus assignments will be determined by the administrative designee.

An alternate morning stop is permitted only when a student utilizes their existing bus and boards at an existing stop along the prescribed route.

### **Transportation- Video/Audio Recording (Deer Lakes School Board Policy #810.2)**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school busses or school vehicles.

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private, or parochial school or events related to such school or school-related activities.

School Vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver and used for transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

The Board authorizes the use of video and audio recording on school buses and school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for school-related purpose.

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording
2. Parents/Guardians and students are annually informed by letter mailed to the students' home address of the policy authorizing video and audio recording on school busses and school vehicles.

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.

### **Parental Information Notice**

The Deer Lakes School District is required by law to annually notify parents about screening and evaluation, Special Education programs, the privacy rights of parents and students, Chapter 15 and other protected handicapped students.

The Deer Lakes School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For



information regarding civil rights or grievance procedures, contact the Deer Lakes School District at 19 East Union Road, Cheswick, PA 15024, 724-265-5300 or 1-888-709-4115.

## **Screening and Evaluation**

The Deer Lakes School District uses the following procedures for locating; identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The district, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity in the following grades: kindergarten, 1, 2, 3, 7, and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. New students are screened annually. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have a legitimate "need to know" regarding information about the child.

Information from the records is released to other persons or agencies only with appropriate authorization that involves written signed permission by the parents. Communications with parents of exceptional students shall be in English or in the native language of the parents.

Screening information will be used by the Intervention Planning Team within the student's school to meet his or her specific needs or to document the need for further evaluation. The Intervention Planning Team will make adjustments relative to such things as the child's learning style, behavior, physical disabilities and classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

After all the evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specified needs. Parents are then invited to participate in a meeting where the results of this multidisciplinary evaluation will be discussed. If the student is eligible, an Individualized Education Plan (I.E.P.) will be developed to provide specialized services to the student.

Deer Lakes School District's I.E.P. Team consists of the parents and the following district staff: a regular education teacher, a special education teacher, the Local Education Agency (LEA) which may be the Director of Special Education and/or the principal, and other teachers/specialists as needed.

Parents may request that the district initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling Mrs. Lindsay McGaughey, Director of Special Education, at 724-265-5300, ext. 2647 or 1-888-709-4115.

Parents are an integral part of the I.E.P. Team and should be physically present at the I.E.P. meeting. The district will notify parents in writing, make documented phone calls and home visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation. At the completion of the I.E.P. meeting, parents are presented with a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or to a due process hearing.

Information about early intervention, parent rights, mediation or due process procedures, specific special education services and programs offered by the Deer Lakes School District, and the district's Educational Records Policy are available upon request from the building principal in a child's school.

## **Privacy Rights of Parents and Students**

The Deer Lakes School District and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled "Family Education Rights and Privacy Act of 1974," also known as the Buckley Amendment. There are state rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12 known as Student Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without parental consent. There are different categories of information: Education Records, Personally Identifiable Information and Directory Information. Education Records consist of information directly related to a student, which is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members and a personal identifier of a list of personal characteristics that would make the student's identity easily traceable.

Education Records and Personally Identifiable Information cannot be disclosed or released without written parental consent or if a student is over eighteen without student consent.

There is certain information that can be released without consent, which is called Directory Information. Directory Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates what information is labeled Directory Information. Disclosure of information means to permit access to or the release, transfer or communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written or electronically.

However, information in Student Records or Personally Identifiable Information about a student cannot be shared even in conversation without permission. This also applies to other Deer Lakes School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure (3) identify the party or class of parties to whom the disclosure may be made. The Deer Lakes School District must maintain a written record of disclosure for the parents to inspect in case information has been released. However, student information may be sent to a district in which a student intends to enroll without prior consent.

## **Chapter 15 / Other Protected Handicapped Students**

A protected handicapped student is a student who is school age with a physical disability or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal laws, the Deer Lakes School District will provide to each protected and handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in or obtain the benefits of the school program and extra-curricular activities as is reasonably appropriate for the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students contact the Director of Special Education at 724-265- 5300, ext. 2647 or 1-888-709-4115.

## **Services for School Age Exceptional Students**

Numerous services are available to meet the needs of eligible students. Deer Lakes School District offers the following services within the district: Learning Support, Emotional Support, Autistic Support, Life Skills Support, Speech/Language Support and Gifted Support. The following services are contracted: Vision, Hearing, Occupational Therapy and Physical Therapy.

The district also works with the following organizations as deemed appropriate: Western PA School for Blind Children, Western PA School for the Deaf, PACE, Pressley Ridge Schools, Watson Institute, The Children's Institute, Wesley Highlands, Holy Family Institute, Longmore Academy, St. Stephen's, and Wesley Academy.

## **Student Homeless Assistance**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Deer Lakes School District is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

The Deer Lakes School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or

exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district's Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment.

The district may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other Deer Lakes students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students automatically qualify for free lunch services.

The Deer Lakes School District has staff members who will work with local community agencies to coordinate services in the student's community. The staff includes: school counselors, a social worker, and mental health liaisons, as well as those involved in Student Assistance Program. Additionally, the Deer Lakes School District has certified nurses on staff that work to ensure necessary referrals take place to appropriate health care, dental services, and other medical services.

The district will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If the Deer Lakes School District is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
- If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
- Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.
- PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode. **If you believe your child(ren) may qualify for this service, please contact the Homeless Liaison, Lindsay McGaughey, at 724-265-5300 x2647.**

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

### **School Board Policies**

**In addition to the School Board Policies listed throughout this handbook, the Deer Lakes School District is required to inform students and parents of the following policies:**

**[Review of Instructional Materials \(Deer Lakes School Board Policy #105.1\)](#)**

**[Enrollment of Students \(Deer Lakes School Board Policy #200\)](#)**

**[Food Allergy Management \(Deer Lakes School Board Policy # 209.1\)](#)**

**[Student Records \(Deer Lakes School Board Policy #216\)](#)**

**[Student Expression/Dissemination of Material \(Deer Lakes School Board Policy #220\)](#)**

**[Searches \(Deer Lakes School Board Policy #226\)](#)**

**[Controlled Substances/Paraphernalia \(Deer Lakes School Board Policy #227\)](#)**

**[Student Rights and Responsibilities \(Deer Lakes School Board Policy #235\)](#)**

**[Surveys \(Deer Lakes School Board Policy #235.1\)](#)**

**[Threat Assessment \(Deer Lakes School Board Policy #236.1\)](#)**

**[School Wellness \(Deer Lakes School Board Policy #246\)](#)**

**[Hazing \(Deer Lakes School Board Policy #247\)](#)**

**[Child Abuse \(Deer Lakes School Board Policy #806\)](#)**

**[Public Attendance at School Events \(Deer Lakes School Board Policy #904\)](#)**

**[Public Complaints- \(Deer Lakes School Board Policy #906\)](#)**