

August 2016

Dear Parents/Guardians,

Public education will succeed to the extent that the home and school work together in a cooperative partnership. Many of the policies, procedures, and rules outlined in this handbook promote parental involvement. Likewise, parental and community participation have been central to their development. This handbook is designed to help you and the Derry Area School District by providing summaries of information to the most frequently asked questions. It also includes information that we are required to publish. You should not consider this information to be complete or entire. For additional information, all district policies may be accessed on our school district website: <http://derryasd.schoolwires.com> → Admin → School Board → School Board Policies.

Our main goal is to emphasize student achievement. We give high priority to activities and instructional programs that foster academic success. To do this, the school climate must be conducive to learning. The programs and policies delineated in this booklet will help maintain uniform standards on discipline and will provide an orderly environment that promotes learning. Our success is largely dependent upon the support we receive from you, as parents, and from the community in general.

We are proud of our school system and strongly encourage you to contact the respective administrative offices if you have any questions or concerns. Suggestions and constructive criticism that may be of help are always welcome. Please help us provide a better tomorrow through quality education today.

Sincerely,



Nathan Doherty, President  
Board of Education



Cheryl A. Walters  
Superintendent

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BOARD APPROVED 3/3/16

DERRY AREA SCHOOL DISTRICT  
SCHOOL CALENDAR  
2016-2017

Derry Area School District Board of Education reserves the right to modify this calendar as necessary.

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 3 = 3 days  
22 – In-service Day  
23 – In-service Day  
24 – In-service Day  
25 – In-service Day  
29 – School Begins

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 19 = 118 days  
20 – President's Day/2nd Snow Make-up Day

September 2016						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 21 = 24 days  
5 – Labor Day  
30 – Act 80 Day

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 23 = 141 days  
23 – End of 3rd 9 weeks

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 21 = 45 days  
14 – Act 80 Day  
31 – End of 1st 9 weeks

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 17 = 158 days  
12 – Early Dismissal  
1:00 p.m. Secondary  
1:40 p.m. Elementary  
13 – 17 Spring Recess  
13 – 3rd Snow Make-up Day  
17 – Spring Recess  
17 – 4th Snow Make-up Day  
18 – School Resumes

November 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 17 = 62 days  
9 – In-service Day/1st Snow Make-up Day  
10 – Act 80 Day (Parent Teacher Conference)  
11 – Veteran's Day  
23 – Early Dismissal  
1:00 p.m. Secondary  
1:40 p.m. Elementary  
24-28 – Thanksgiving Vacation  
29 – School Resumes

May 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 21 = 179 days  
12 – Prom/In-service Day  
29 – Memorial Day

December 2016						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 16 = 78 days  
22 – Early Dismissal  
1:00 p.m. Secondary  
1:40 p.m. Elementary  
23 – 30 – Holiday Vacation  
(29) - Offices Open

June 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 1 = 180 days  
1 – Last Day of Instruction (Tentative)  
10:30 a.m. Secondary Dismissal  
11:00 a.m. Elementary Dismissal  
14 – School Picnic – Offices closed

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 21 = 99 days  
2 – New Year's Day Observed  
3 – School Resumes  
16 – Martin Luther King Day/Act 80 Day  
18 – End of 1st Semester

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 – 4th of July - Offices closed

School Begins/Resumes/Ends
Indicates no school for students/teachers
In-service & Act 80 days (no school for students)
Early Dismissal
1st 9 weeks, End of 1st semester, 3rd 9 weeks
Snow Day Used

**PLEASE NOTE:**  
\* Snow days exceeding four (4) will be scheduled at the end of the year.  
\* Fourteen (14) hours (the equivalent of two (2) In-service Days) will be utilized for after-school meetings, tutoring, and other needs as determined by the district.

## **SCHOOL DIRECTORY**

### **BOARD OF EDUCATION**

Nathan Doherty, President .....	724-459-0459
David A. Krinock, Vice President .....	724-537-9557
Jodie Edmiston .....	724-244-1005
George "Bill" Feldbusch .....	724-459-5709
Gerald Hughes .....	724-537-2912
Stephen W. Kozar, Jr. ....	724-694-9059
Kevin Liberoni .....	724-516-5991
Mark Maloy .....	724-991-1422
Dean Reed .....	724-694-5235
Ned J. Nakles, Jr., Solicitor .....	724-539-1291
Barbara Visconti, Board Secretary .....	724-694-1404

### **ADMINISTRATION**

Cheryl A. Walters, Superintendent .....	724-694-1401
Eric P. Curry, Assistant Superintendent .....	724-694-1405
Joseph A. Koluder, Jr., Administrative Assistant for Business Affairs .....	724-694-1402
Kathy L. Perry, Ed.D., Director of Special Services .....	724-694-1408
Brett Miller, Transportation Director .....	724-694-1419
Brett Miller, Athletic Director/Coordinator of Community Recreation Programs .....	724-694-1419
Barbara Visconti, Fiscal Manager .....	724-694-1404
Gregory A. Ferencak, High School Principal ..	724-694-2780/724-539-3202
TBD, High School Associate Principal .....	724-694-2780/724-539-3202
Lisa Dubich, Middle School Principal.....	724-694-8231/724-539-3222
Tiffany Gratchic, Middle School Associate Principal .....	724-694-8231/ 724-539-3222
Kristine L. Higgs, Elementary Principal .....	724-694-2400/724-539-3425
Rod G. Bisi, Elementary Associate Principal, Title I Coordinator, & DASD Foundation President .....	724-694-2400/724-539-3425
Gene Stofko, Supervisor of Buildings & Grounds .....	724-694-1415
David Irvin, Asst. Supervisor of Buildings & Grounds .....	724-694-1415
Gwen Kozar, Food Services Director/Free Lunch Program Supervisor .....	724-694-1442
Cheryl Benson, Administrative Asst. to Food Director .....	724-694-1476
*****	
Middle School Attendance .....	724-694-1441
High School Attendance .....	724-694-1469
Middle & High School Cafeteria .....	724-694-1476



## SCHOOL COUNSELORS

### ELEMENTARY

Nancy Mayo – Grades K-2 ..... 724-694-1357  
Cathleen White – Grades 3-6 ..... 724-694-1358

### SECONDARY COUNSELORS

Lisa Tatone ..... 724-694-1435  
Stephanie Hotz-Freeman ..... 724-694-1465  
Robert Neidbalson ..... 724-694-1465

## SCHOOL NURSES

Renay Krouse - Grades K-5 ..... 724-694-1353

Wendy Angus - Grades 6-12 ..... 724-694-1440

Karen Stewart - Grandview, Middle School & High School (Rotating Schedule),  
and all private and parochial schools..... 724-694-1440

Kate Galus, Nurses' Assistant - Grandview, Middle School & High School  
(Rotating Schedule) ..... 724-694-1440

## TAX COLLECTORS

### Berkheimer Associates

976 N. Chestnut Street Ext., Derry, PA 15627 ..... 724-694-2784  
(Collects Occupation & Wage Tax – Derry Borough/Derry Township/ New  
Alexandria Borough and 511 Per Capita – New Alexandria Borough)

### Karen Krinock

978 N. Chestnut Street Ext., Derry, PA 15627 ..... 724-694-5115  
(Collects Real Estate, 511 Per Capita - Derry Township)

### Kristin Kozar

312 West Second Ave., Derry, PA 15627 ..... 724-694-0830  
(Collects Real Estate, 679 Per Capita, 511 Per Capita – Derry Borough)

### Margaret Graham

106 E. Main St., New Alexandria, PA 15670 .....724-668-7975  
(Collects Real Estate – New Alexandria Borough)

## A PARENTS' GUIDE FOR SOLVING PROBLEMS AT SCHOOL

Unfairness, misunderstanding, hurt feelings, and conflicts are experiences common to all of us. When children experience these problems at school it causes difficulty for everyone: the children, parents and school staff. How to successfully solve problems at school is what this guide is all about.

### **1** Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you make time to talk with school personnel regularly before problems are encountered. Know who your children's teachers, bus drivers and coaches are and how they may be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, coach or bus driver, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, call to state the problem and during that conversation, offer to call back at a time when you can both discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first.

## 2

### **Present your concern to the next level.**

The principal is responsible for supervision of staff within the buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you felt uncomfortable dealing directly with the person who is closest to the situation.

## 3

### **Talk with the Superintendent of Schools.**

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the Superintendent of Schools is the next place to go.

The Superintendent may take any or all of the following actions:

- A. Informally discuss the concerns with the Building Principal or Supervisor and involved staff members including guidance personnel, and on occasion, the aggrieved student.
- B. Set up a meeting including the parent or guardian, superintendent, principal, and selected staff.
- C. Bring the concern to a "Committee of the Whole" of the Board of Education. This action would be to inform the Board and seek their collective input.

# 4

## **Contact your School Board Members.**

School Board Members are elected to represent the interest of all students, parents, and district residents. You should always feel free to tell them your point of view. Individual school board members do not, however, have direct authority in day-to-day school operations. The Board's primary responsibility is to make policies that guide the School District. All authority is the collective result of official actions by a majority of the Board at meetings open to the public.

So when should a Board Member be contacted and what can they do?

### **A Board Member may take the following action:**

- A. After other means to solve a problem have been tried, the board member may informally discuss the issue with the Superintendent or other administrators to consider whether policies or rules should be changed.
- B. The board member may request that the Board review the specific policies that relate to the situation.

## **ACADEMICS**

### **ASSESSMENT SCHEDULE**

Derry Area School District will conduct various tests to determine abilities, interests, and educational needs. The results of these tests provide a continuing record of each child's academic progress. The tests are also an invaluable aid to teachers and counselors in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction and interventions. During the school year, the following tests will be administered to your child as part of this program:

<b>NAME OF TEST</b>	<b>GRADE</b>	<b>OBJECTIVE</b>
KEI	Kindergarten	Kindergarten Entry Inventory
DIBELS NEXT	K thru 5	Literacy Benchmark
GRADE Assessment	Pre K thru 12	Diagnostic Reading Test
PSSA	3 thru 8	English Language Arts and Math
PASA (Alternative Assessment)	3 thru 8, 11	Reading and Math (eligible special needs students)
PSSA - Science	4, 8	Science
PASA - Science	4, 8, 11	Science (eligible special needs students)
PA Keystone Exams	8 thru 11	Algebra I, Literature, Biology
4Sight	3-5	Literacy, Math Benchmark
DASD Writing Assessment	6-8	Writing Benchmark
PA CDT	6 thru 12	CORE subjects: provides diagnostic information
Study Island	8 thru 11	Reading & Math Benchmark Assessments, Science
Compass Learning	9-11	Biology Benchmark
Career Exploration Survey	8, 9	Career Awareness
ASVAB (Armed Services Vocational Aptitude Battery)	10	Vocational Aptitude Test
PSAT/NMSQT	11 10, 12 (voluntary)	Preliminary Scholastic Aptitude Test/National Merit Qualifying Test
ACT	11, 12 (voluntary)	College Admissions Test
SAT	11, 12 (voluntary)	College Admissions Test
NAEP	4, 8, 12 periodically	National Assessment of Educational Progress
NOTE: Counselors may administer individual screening tests to help assess ability and achievement. These may include the Slosson Intelligence Test, Wide Range Achievement Test, the Kaufman Brief Intelligence Tests, and other test as deemed necessary.		

## DASD ACADEMIC PERFORMANCE INFORMATION

The district recognizes the importance of providing our parents and other stakeholders with accurate and timely information about the academic achievement of our students.

Parent Portal – To facilitate communication with parents/guardians regarding their child’s academic performance, real time access to assignments, test scores, etc. is available through a web-based parent portal into teachers’ grade books. Parents/guardians are provided with instructions and an access code granting access the parent portal at the beginning of each school year.

School Performance Profile – All stakeholders can access a wealth of information about our schools through the SPP Website:  
<http://paschoolperformance.org>

Pennsylvania Value-Added Assessment System (PVAAS) – Academic growth is a critical indicator of student learning, particularly for students who are achieving below grade level. It is our expectation that all students annually achieve at least one year’s worth of learning as they progress through the grades. Grade level and subgroup measures of ‘growth’ in language arts, mathematics and science are available on the PVAAS website: <https://pvaas.sas.com>



## **GRADING**

**Grading procedures will be shared with parents/guardians in several ways including:**

- **Student Handbook**
- **New student orientations**
- **District website – [derryasd.schoolwires.com](http://derryasd.schoolwires.com)**
- **Parent meetings**
- **Mailings**

### **I. PHILOSOPHY**

The Comprehensive Planning Initiative of the Derry Area School District states that the district’s mission statement is:

“The mission of the Derry Area School District is to develop responsible citizens and life-long learners who are prepared to adapt and succeed in a global society.” Obtaining information and data for each student in relation to his/her progress within the areas of academics, social, emotional, and physical growth is necessary in order to achieve our mission. This information and data must then be shared with the appropriate persons, specifically the students, parents/guardians, teachers, and higher education institutions and/or employers. An effective reporting system must be meaningful and understandable to these stakeholders. It must include and foster opportunities for frequent dialogue between all interested parties.

### **II. INTRODUCTION**

A grading system serves to enhance the student’s learning process. Each learner is encouraged to maximize his/her potential through a cooperative effort among the student, parent(s)/guardian(s), teachers, counselors, and administrators. Awareness of the various talents, strengths, weaknesses, and goals of each must be considered in relation to a student’s performance, and as an indicator of the effectiveness of the teaching and evaluation process.

### **III. GRADING PROCEDURES**

Grades are determined through performance assessments, tests or quizzes, reports and projects, compositions, portfolios, class participation, attendance, student homework, and/or any other

effective and appropriate evaluation method. Evaluation should reflect the student's level of knowledge and proficiency of skills of each course/subject.

I. GRADING PRACTICES

A. DERRY AREA SCHOOL DISTRICT GRADING SCALES

1. Kindergarten – Grading Scale

- P – Proficient
- S – Satisfactory
- I – Needs Improvement

2. First Grade – Grading Scale

- P – Proficient
- S – Satisfactory
- I – Improvement Needed
- U – Unsatisfactory

3. Grades 2-5 – Grading Scale

- |            |                                |               |
|------------|--------------------------------|---------------|
| 93 – 100   | A                              | Excellent     |
| 85 – 92    | B                              | Above Average |
| 70 – 84    | C                              | Average       |
| 60 – 69    | D                              | Below Average |
| 59 – below | F                              | Not Passing   |
| P          | Passing on the Basis of Effort |               |
| I          | Incomplete                     |               |

4. Grades 6 – 12 – Grading Scale

- |               |    |
|---------------|----|
| 98.50 – 100%  | A+ |
| 94.50 – 98.49 | A  |
| 92.50 – 94.49 | A- |
| 90.50 – 92.49 | B+ |
| 86.50 – 90.49 | B  |
| 84.50 – 86.49 | B- |
| 82.50 – 84.49 | C+ |
| 71.50 – 82.49 | C  |
| 69.50 – 71.49 | C- |
| 67.50 – 69.49 | D+ |
| 61.50 – 67.49 | D  |
| 59.50 – 61.49 | D- |
| 0.0 – 59.49   | F  |



5. Additional grading options available to teachers. (Grades 6-12)

I = Incomplete

W = Withdrawal

M = Withdrawal with Failure

S = Satisfactory

P = Pass with Effort

FA = Failure due to poor attendance  
(high school only)

6. Students' earned percent will be expressed as the nearest letter grade, i.e., 92.50% is an A-; 92.49% is a B+.

7. Determination of Final Grades K-12

A student's final grade will be determined by averaging the percent grade of each quarter. Trend grading is not an option at the elementary and secondary levels. When calculating a final grade, the value of an "F" will be raised to 50%, in consultation with the principal, if consistent effort is made: such as handling in all assignments, remaining on task in class, making up missed work, taking advantage of tutoring, doing extra credit when available and participating in class. The decision of the principal is final.

In the event a new student is enrolled whose transferring transcript lacks percent grades, use the following guidelines for converting letter grades to percents:

A 96%

B 88%

C 77%

D 64%

F 54%

Each grade is the median percent in the applicable range of scores. For example, the range of percents for a letter grade of "A" is from 93% to 100% with 96% being the middle or median value. If the grade should arrive with a + or – please assign the highest of the percents according

to the DASD scale. Should an unusual circumstance arise, refer to the guidance office on a case-by-case basis.

8. Letter grades and a grading scale shall be listed on the report card.
9. Use of "P" Grade (Passing on the Basis of Effort)  
A student receiving a "P" grade receives credit toward graduation (Grades 9-12). Students who have low academic ability or special needs (IEP's) and exert maximum effort qualify and may receive a "P" grade. Students are working to their potential, but are unable to achieve a "D" grade under the grading scale. A "P" grade can only be assigned if the course grade point average would have been an "F" grade. No quality points are assigned to the "P" grade when computing class rank. Teachers must check with the student's counselor/principal to see if the student qualifies for a "P" grade. A 60% value is assigned to a "P" grade.
10. Elementary – Kindergarten and First Grade  
The school sees its task as one of providing educational experiences appropriate to the child's present level of achievement and to help him or her develop and achieve as much as possible. In all aspects of the child's development, progress will be evaluated according to his or her own ability and achievement.
11. Elementary – Grades 2-5  
Selected subjects, utilize an "O" – Outstanding; "S" – Satisfactory; "N" – Needs Improvement.
12. Incomplete Grades  
Students are responsible for making up work missed during absences from school. Any time a student is legally absent from school or class, he/she must be given the opportunity to make up all assigned work. The student must contact his/her teachers the first day the class meets after the absence to schedule the necessary make up work. All pre-announced tests/projects must be made-up on the first day the class meets when the

student returns or at the discretion of the teacher. **The student shall be permitted a maximum of three days (teacher discretion) to complete all other required make-up work.** [All incomplete work will be considered a zero for grading purposes.] In the case of lengthy absences or extenuating circumstances, the teacher shall, in consultation with the principal, develop a schedule for the student to make up all missed work. Any class work, tests, etc., missed as a result of an illegal or unexcused absence shall be considered a zero with no make up permitted unless specifically requested or approved by the principal. An incomplete grade is a temporary mark and will become an “F” grade if the student fails to make up his/her work within ten (10) school days of the end of the grading period/course.

In the case of an incomplete final, no credit toward graduation will be approved until the incomplete is satisfactorily removed. If an incomplete grade is given to a student in the last grading period of the year, a written report giving an explanation of how this may be removed will be submitted to the principal and the parent/guardian prior to the last day of school.

B. STANDARDS

All students in the Derry Area School District must meet the standards set forth by the Pennsylvania Department of Education and the Derry Area School District. Students will be periodically assessed on those standards, with the results becoming part of the students’ permanent record.

C. ATTENDANCE PROCEDURE

(Refer to “Attendance” in the Parent Handbook)

**High School Grades 9-12 – Any student who misses seven or more sessions per nine weeks may be failed on the basis of excessive absenteeism by the teacher in consultation with the principal.**

**Grades K-8 – Any student who misses nine or more days or 20 percent of class per nine weeks grading period, will have**

his/her grade lowered one letter grade on the basis of excessive absenteeism. Pre-approved vacations, approved school activities, suspensions, approved medical excuses, and extenuating circumstances are not included in the nine days or 20 percent policy. For determination of a quarter grade, the top percent of the next lower category will be used (see below),

Actual Grade	Lowered Grade	Percentage
A+	B+	(92%)
A	B	(90%)
A-	B-	(86%)
B+	C+	(84%)
B	C	(82%)
B-	C-	(71%)
C+	D+	(69%)
C	D	(67%)
C-	D-	(61%)
D+	F	(59%)
D	F	(57%)
D-	F	(57%)
F	F	Lower (10%)

“class cuts” are unexcused, illegal absences. Therefore, no work missed during a “class cut” shall be permitted to be made up. Absences as a result of disciplinary action are considered as excused absences, and work missed as a result of such absences can be made up.

**D. GRADING PERIODS**

Report cards will be distributed to students at the end of the first, second, and third nine-week grading periods. Dates are published on the school district calendar, and it is the student’s responsibility to take the report card home to his/her parents/guardians. The final secondary report card will be mailed home to the parents/guardians at the conclusion of the school year. Elementary report cards for the fourth nine weeks will be distributed to the students on the last day of school.

Progress reports may be sent to the parents/guardians at or near the mid-grading period in order to provide positive reinforcement or to inform parents if the student is not working up to his/her ability. A warning must be sent if a student is at or near the failing point. A high school credit status report will be given to and reviewed with all students indicating their credits earned toward graduation at the end of their sophomore and junior years.

- E. SEMESTER AND FINAL ASSESSMENTS  
Semester and final assessments in the major subject areas will be given in Grades 9-12, but will not count as a separate grade on the report card. Department chairs, in consultation with the principal, will develop a final exam schedule. A master exam schedule will be established to avoid excessive testing on a particular day and the students will be informed.
- F. INDIVIDUAL TEACHER GRADING PROCEDURES  
At the beginning of each school year, teachers will prepare a written description of their individual assessment and evaluation practices. These procedures will be kept on file in the principal's office.
- G. REPORT CARD COMMENTS  
Teachers may complete or note the appropriate comments on each student's report card which will best communicate the progress of the student. All comments shall be made in accordance with the administrative policy and procedure. Teachers must note the appropriate comments for D and F grades, as well as adapted grades.
- H. USE OF SEMESTER GRADES – FULL YEAR SUBJECTS  
First semester grades will be determined for seniors in all subject areas.
- I. PERMANENT RECORD CARDS  
A student's final letter grade and attendance are recorded on the permanent record card.

J. CLASS RANK

No weighting of classes will be used in determining a student's class rank except for Advanced Placement Courses.

K. RECOGNITION OF OUTSTANDING ACADEMIC PERFORMANCE

A student's outstanding academic performance is recognized by induction into the Derry Area Academic Excellence Society (grades 9-12), the presentation of Presidential Academic Excellence Awards (grades 5, 8, and 12), recognition of the top 10% of the class at graduation, and publication of an honor roll (grades 6-12). The requirements of attaining honor roll status are as follows:

Grades 9-12	97.50 – 100	Distinguished Honor
	94.50 – 97.49	High Honor
	88.50 – 94.49	Honor
Grades 6-8	4.00	Distinguished Honor
	3.76 – 3.99	High Honor
	3.00 – 3.75	Honor

L. STUDENT RETENTION POLICY (GRADES 1-8)

Students who do not perform to the level of their ability and receive failing grades may be retained in accordance with the following procedures. Any student who receives a total of either (8) negative points or more may be retained in their present grade. In addition, consideration is given to the student's maturity and aptitude.

Full Year	1 period/cycle =	0.67 points
Quarter Courses	6 periods/cycle =	1.00 points
60 Day Course	=	1.33 points
Semester Courses	4 periods/cycle =	1.33 points
Full Year	2 periods/cycle =	1.33 points
Semester Course	6 periods/cycle =	2.00 points
Full Year	6 periods/cycle =	4.00 points

Any exception to this procedure must have prior approval by the principal. Parents/guardians of students who are to be retained must formally be notified prior to the close of the school year. Parents/guardians may request that a student

who has earned minimal passing grades be considered for retention, but the School District reserves the right to make the final decision. In addition to the afore noted policy and procedure, teachers shall also follow administrative policy and procedures for the retention of students.

**M. HIGH SCHOOL GRADE CLASSIFICATION**

Students are classified based upon credits earned and their years of attendance. This classification is updated at the end of each year using the following ranking:

	Credits	Attendance
Freshmen	0 – 5.50	1 year
Sophomores	5.51 – 11.00	2 years
Juniors	11.01 – 17.00	3 years
Seniors	17.01 – or more	4 years

Participation in some student activities such as prom, student driving, class trips, etc., is based upon grade classification. Homeroom placement is also based upon grade classification. Students who transfer into the high school are classified when official transcripts have been received by the guidance office.

**EXEMPTION FROM INSTRUCTION**

Parents/Guardians may request that a student be exempted from specific instruction which conflicts with their religious beliefs. “Specific Instruction” means identifiable elements of instruction by the teacher. It does not include required reading or academic standards. Parents/Guardians interested in making a request for exemption from instruction should contact the building principal or superintendent’s office for specific procedures and policy to follow.

## **HOMEWORK GUIDELINES**

Homework is an integral part of almost every learning activity and is beneficial at all levels of the curriculum. It provides an opportunity for increased learning time, practice, reinforcement, stimulation, and the development of self-discipline and good work habits. In addition, it provides a means whereby parents can be informed of the learning which is occurring in the classroom and thereby creates a bond of cooperation. The teacher shall be responsible for defining the specific role of homework in the student's educational career.

The student and his/her parents/guardians must also assume a responsible role involving cooperation and communication between the home and the school.

**STUDENTS** – each student has the responsibility to develop good work and study habits. The student, in preparing an assignment, should:

1. Make sure he/she understands the assignment: its purpose, when it is due, and how it should be done.
2. Initiate a request for help when needed.
3. Develop a personal system for remembering and/or recording assignments. Students are encouraged to utilize provided agendas/organizers.
4. Arrange to make up missed assignments as required by the teacher. (Refer to Derry Area School District Grading Policy)
5. Make the teacher aware of immediate demands of other school assignments or school responsibilities.
6. Request homework assignments on the third day of absence by contacting their guidance counselor/elementary office.
7. Budget their time to ensure that homework is completed. When in class, study time/study hall may be provided during the school day and the student should take advantage of it. Long term assignments should be planned so that they do not have to be done all at once.



**PARENTS** – Parental support is a necessary factor in meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: e.g., a quiet, well-lit place, ample work space, and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustrations.
6. Accept each child's own best work and avoid undue comparison with that of other children.
7. Understand the values of various types of homework.

Parents/guardians can access their child's grades and assignments by creating an account and logging in at [www.edline.net](http://www.edline.net) a parent portal maintained by the district. Please contact your child's guidance office for additional information.

Contact the school when the student is experiencing problems with assigned homework or will be absent for an extended period of time. Contact with the school should be made between 8:10 and 8:40 a.m. for elementary students and 7:15 and 7:45 a.m. for secondary students.



## GRADUATION REQUIREMENTS

Middle school students who are enrolled in high school level courses will receive credit toward graduation. These courses include Algebra I, Spanish I, French I, German I, and Advanced Physical Science. Grades received in these courses WILL NOT be included in the high school GPA.



Students must earn 25.5 credits in grades 9 through 12. Specifically, they must meet the following requirements:

4 credits English

4 credits Social Studies

3 credits Science – Physical Science and Biology must be passed.

3 credits Mathematics – A math course must be taken in each grade, 9-11

1 credit Additional Science **OR** Math

Seniors must take one credit during their senior year

1 credit Physical Education

.5 credit Health

.5 credit Senior Life Skills

.5 credit Senior Technology

6.5 credits Electives

1 credit Keystone Exams or other alternate assessment

.5 credit Humanities

Total – 25.5 credits + Satisfactory completion of a Graduation Portfolio

**NOTE: It is the responsibility of the student to be certain that he/she has the required credits. Any questions should be referred to the Counseling Department.**

**In consultation with the guidance office or principal, students who attend the EWCTC may have their graduation requirements modified due to scheduling restrictions.**

**Derry Area High School Students must accumulate 10.00 hours of community service prior to graduating. Students are advised to**

**complete a minimum of 2.50 hours for each year enrolled at the high school.**

**Keystone Exams** are administered as end-of-the-year course exams in Literature, Algebra I and Biology.

The student must achieve proficiency on the Keystone Exams or other district approved assessments to graduate from Derry Area High School. In addition, students who do not achieve a proficient level in the Algebra I, Biology, and Literature Keystone Exams will be encouraged to complete the following:

- Participate in additional remediation prior to the second administration of the appropriate Keystone Exam.
- An alternative assessment if there were two unsuccessful attempts at the Keystone Exam.

### **ADVANCED PLACEMENT COURSES**

Advanced Placement (AP) Courses will be offered at the High School. Students will have the opportunity to take the AP exam. This exam will be offered in May. For more information about Advanced Placement, please call the High School Guidance Office at 724-694-1470.

### **DERRY CYBER LEARNING**

The Derry Area School District offers students living within the district a cyber-education option, Derry On-line Learning. Students who participate in the Derry On-line Learning program remain enrolled in the Derry Area School District and have access to all co-curricular, extracurricular and athletic programs offered to brick and mortar students. On-line education coordinators monitor and support students' academic success while enrolled in the program. Students enrolled in Derry On-line Learning at graduation will receive a Derry Area diploma. Please contact the guidance department in your child's school for further information.

### **TITLE I**

Grandview Elementary Title I School-wide Program is based on the belief that students will benefit most from their education when a school is given the opportunity to improve its entire instructional program. This school-wide approach allows Grandview to focus on its

entire student population. Title I funds are used to provide supplemental instruction in reading by supporting intervention specialists along with instructional support resources. Grandview's school-wide program provides flexibility for staff to make decisions regarding how instruction, curriculum and assessment can be effectively used to help students meet challenging academic standards. Students receiving supplemental instruction are identified through a wide variety of state and local assessments. School and grade-level data teams consisting of teachers, counselors and administrators determine the programs and service that best meet the needs of each student. Parent involvement plays an integral part in the planning, implementation and assessment of the school-wide program. In addition, teachers are accountable for meeting the Pennsylvania Core Standards and increasing student achievement and academic growth.

## **SPECIAL INSTRUCTIONAL PROGRAMS**

### **ADAPTIVE PHYSICAL EDUCATION**

In accordance with the Pennsylvania School Code, students who are unable to participate in regular physical education programs should be involved in an adaptive physical education program suited to their ability and limitations.

Therefore, if your physician requests that your child not be permitted to take part in physical education activities, the physical education teacher, when so notified, will provide you with an adaptive physical education form. Your child's physician should complete this form and, in so doing, indicate the types of physical activities in which the child would be permitted to participate. **Students will not be excused from attending regular physical education or swimming classes without a licensed physician's completion of the adaptive physical education forms.**

**EASTERN WESTMORELAND  
CAREER AND TECHNOLOGY CENTER**

Each year, a significant number of students enroll in the Eastern Westmoreland Career and Technology Center. Programs are offered on a two and three year basis with students spending half a day at CTC and the other half at Derry Area High School. Course offerings and entrance requirements may be reviewed with the student's counselor. Enrolled students receive three (3) credits for the three hour class. The grade and credits are included in the calculation of the quality point average.

In addition, students may choose to enroll in any certified, private vocational or technical school on a part-time basis. Any tuition or transportation costs are the responsibility of the student and his/her parents. Such course work may be substituted for certain requirements for high school graduation provided prior approval has been obtained. Students are encouraged to talk over the availability of these schools with his/her counselor at the time of the registration for the school year. Only seniors are eligible. All arrangements must be completed by the end of the junior year.

## **NOTICE OF SPECIAL EDUCATION SERVICES**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services under Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services you may refer to Section 504, Chapter 15. Also all school districts are required to conduct child find activities for children who may be eligible for gifted services under Chapter 16 of the Pa. School Code. For additional information regarding gifted services you may refer to 22 Pa. Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in Chapter 14 will take precedence.

This notice informs parents throughout the Derry Area School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities. Children ages 3 through 21 may be eligible for special education programs and services. If a parent believes that their child may be eligible for special education, please contact your child's School Counselor or the Director of Special Services at 724-694-1408.

Children age 3 through the age of admission to first grade are also eligible if they have developmental delays and are in need of special education and related services. A developmental delay is defined as a child who is at least three years of age and one of the following exists (i) the child's score on a developmental assessment instrument yields a score in months that indicates that the child is delayed by 25% of their chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For more information, contact the Westmoreland Intermediate Unit at 724-836-2460.

### **Evaluation Process:**

The Derry Area School District has procedures and professional staff in place so that parents can request an evaluation should they think their child may have a disability. By state regulations, the school district is

required to complete a multi-disciplinary evaluation within 60 days. This time frame excludes the summer months when school is not in session. For information about procedures applicable to your child, contact the school's counselor your child attends or the Director of Special Services. Parents of preschool age children, age 3 through 5, may request an evaluation by calling the Westmoreland Intermediate Unit at 724-836-2460.

**Parental Consent:**

School entities, including the Derry Area School District, cannot proceed with an evaluation or with the initial provisions of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguard Notice which can be found on the district website or at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development:**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program (or IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Parental consent on this form is required before initial services can be provided. In addition, the parent has the right to revoke consent after an initial placement.

**Confidentiality of Information:**

The Derry Area School District maintains records concerning all children enrolled in its schools, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible child who has reached the age of majority under State Law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). An Amendment to FERPA was enacted January 2013 (Uninterrupted Scholars Act) that

authorizes an agency caseworker or other representative of a state or local child welfare agency to have access to the student's educational records without having to obtain parental consent or a court order. This exception applies to children to whom the public child welfare agency has legal responsibility for their care and protection, especially those children in the legal custody of the agency who are placed in out-of-home care. In order to obtain a student's record, proof of this relationship with the child must be provided. The age of majority in Pennsylvania is 21. The district protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages and maintains, for public inspections, a current listing of the names and positions of those employees within the district who have access to personally identifiable information. For additional information related to student records, the parent can refer to the FERPA at the following URL:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request an evaluation or screening of a public or private school child, contact the Director of Special Services at 724-694-1408. For preschool age children, information, screenings and evaluation requests may be obtained by contacting the Westmoreland Intermediate Unit at 724-836-2460.

The Derry Area School District will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran. No preschool, elementary or secondary school pupil enrolled in the school district or local intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.



## **CHAPTER 15 – SECTION 504 (Protected Handicapped Students)**

The Derry Area School District, in compliance with Section 504 of the Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the School District.

Also, the School District does not discriminate in hiring of the handicapped, provided reasonable accommodations to an applicant's handicap can be made. If a student believes that he/she has been discriminated against because of their handicap, they should first discuss it with their principal. If the problem is not resolved at this level, the student should obtain a "Section 504" grievance form and submit it according to the directions provided with the form. Any questions concerning "504" should be directed to the Director of Special Services at 724-694-1408.

- (a) This chapter addresses a school district's responsibility to comply with the requirements of Section 504 and its implementing regulations at 34 CFR Part 014 (relating to nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance) and implements the statutory and regulatory requirements of Section 504.
- (b) Section 504 and its accompanying regulations protect otherwise qualified handicapped students who have physical, mental or health impairments from discrimination because of those impairments. The law and its regulations require public educational agencies to ensure that these students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate to the ability of the protected handicapped student in question. School districts are required to provide these students with the aids, services and accommodations that are designed to meet the educational needs of protected handicapped students as adequately as the needs of nonhandicapped students are met. These aids, services and accommodations may include, but are not limited to, special transportation, modified equipment,

adjustments in the student's schedule or the administration of needed medication. For purposes of the Chapter, students protected by Section 504 are defined and identified as protected handicapped students. Questions regarding Section 504 should be forwarded to the Director of Special Services at 724-694-1408.

### **GIFTED EDUCATION SERVICES**

Derry Area School District offers gifted support services to students who qualify under Chapter 16 of the Pa. School Code. The primary focus and emphasis of the program is to provide challenging and dynamic instructional opportunities directed to the unique needs, interests and talents of the gifted learners. Learning opportunities for these students consists of a continuum of differentiated curricular options, instructional approaches, individualized projects and activities. Services and supports may be provided through enrichment, acceleration or curriculum compacting, grade level clustering of students, and other options as deemed appropriate by the Gifted Individualized Education Team (GIEP). The Derry Area School District uses procedures and screenings, including a screening matrix, an identification matrix, and rating scales, in order to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction. A gifted evaluation may be offered to parents of a child thought to be gifted which can only be pursued with parental awareness and written consent. In addition, parents who may suspect that their child is gifted may request a multidisciplinary evaluation. This request must be in writing and can be provided to the school counselor, principal, or to the Director of Special Services. The evaluation process utilizes multiple criteria for determining giftedness, include assessments of intellectual ability and academic achievement. Consideration will be given to observed or measured rate of acquisition/retention that reflects gifted ability or intense academic interest, high level thinking skills, and creativity as well as information from parents and teachers. In order to receive gifted services, the child must meet these eligibility criteria as outlined in Pa. Chapter 16 and be in need of specially designed instruction. The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established guidelines. For further information, please contact your child's school counselor or call the Director of Special Services at 724-694-1408.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is available to all students who, in the opinion and recommendation of their physician, are unable to attend school for an extended period of time. Generally, homebound instruction may be provided when an absence extends beyond two weeks. Students who are homebound for less than two (2) weeks can obtain their daily homework and lesson assignments by contacting their school counselor or principal's office. Requests for homebound instruction for mental health reasons must be submitted by a psychiatrist.

Homebound instruction can be provided for a maximum of twelve (12) weeks. If the physician/psychiatrist determines there is a need beyond twelve (12) weeks, then another physician/psychiatrist request must be submitted. Homebound instruction can be provided for a MAXIMUM of FIVE (5) HOURS per week.

To secure homebound instruction, a request form from the Principal's Office must be signed by the physician to indicate the nature of the disability and the length of absence. The form should be returned to the principal and necessary arrangements to have a certified instructor sent to the home will be made, providing a mutual time can be arranged. These services are provided at no cost to the parent.

## **TEXTBOOK SELECTION POLICY**

A copy of the Derry Area School District Textbook Selection Policy may be obtained by contacting the Superintendent's Office or on-line on the district website, <http://derryasd.schoolwires.com> → ADMIN → SCHOOL BOARD → SCHOOL BOARD POLICIES: LOCAL BOARD PROCEDURES, PROGRAMS, PUPILS → 105.1.



## **CURRICULUM REVIEW BY PARENTS/GUARDIANS**

A parent/guardian may request information about the curriculum including academic standards to be achieved. A parent/guardian may make such a request twice per year per student. Parents/guardians interested in making a request should contact the building principal or superintendent's office for specific procedures and policy to follow.

## **ATHLETICS**

### A. PHILOSOPHY

Interscholastic athletics are an integral part of the total secondary school education program that has as its purpose to provide educational experiences not provided in the school's curriculum. The interscholastic athletic program shall be primarily for the benefit of the students who participate either directly or indirectly. Participation in the athletic program is a privilege granted to those interested students who meet the minimum standards of eligibility. Interscholastic activities shall be kept in proper perspective and must supplement the academic program. A sound athletic program in the schools provides a great rallying point for the student body. Such a program generates enthusiasm, loyalty, and school spirit. It helps promote good health, sound body, and an alert mind. The success of any season should be judged on the number of participants and spectators, the acquisition of new skills by those participating, the amount of enthusiasm generated, and how well good citizenship, team play and sportsmanship were taught.

### B. SPORTS OFFERED

#### **HIGH SCHOOL**

Baseball  
Basketball (Boys & Girls)  
Cheerleading  
Cross Country (Boys & Girls)  
Football  
Golf (Boys & Girls)  
Hockey  
Soccer (Boys & Girls)  
Softball  
Swimming (Boys & Girls)  
Tennis (Girls)  
Track and Field (Boys & Girls)  
Volleyball (Boys & Girls)  
Wrestling

#### **MIDDLE SCHOOL**

Baseball  
Basketball (Boys & Girls)  
Football  
Soccer (Coed)  
Swimming (Boys & Girls)  
Track and Field (Boys & Girls)  
Volleyball (Girls)  
Wrestling

C. DRUG TESTING POLICY

In order to provide for the health and safety of the individual athlete and other participants, providing a legitimate reason for students to say “no” to drug use, and providing an opportunity for those taking drugs to receive help in locating programs that can provide assistance, the Derry Area School District is conducting a mandatory testing program for student athletes/cheerleaders participating in grades 9 through 12. The program is not punitive. It is designed to create a safe, drug-free environment for students and to assist them in getting help when needed. Copies of the Drug Testing Policy may be obtained in the Athletic Director’s office.

D. Additional rules and information can be found in the Athletic Handbook. The Athletic Handbook can be found on the school website → [derryasd.schoolwires.com](http://derryasd.schoolwires.com) → Athletics.

E. All parents and students will be required to sign the Athletic Department Parent/Student Handbook prior to the first practice.

**ATTENDANCE/ABSENCES**

The following guidelines and regulations have been established for student attendance. If not specified, the following regulations apply K-12.

- A. **Compulsory School Age** – The compulsory school age is that period in a child’s life from the time a child enters school, which shall be no later than the age of eight (8) years until age seventeen (17).
- B. **Excused Absences** – Absences for the following reasons are excused: (1) personal illness, (2) quarantine, (3) death in immediate family, (4) appearance in court, (5) emergency permit due to physical or mental handicaps, (6) impassable roads, (7) preapproved family trips, (8) exceptionally urgent reasons approved by the principal or his/her designee.
- C. **Unexcused Absences** - Absences for the following reasons are unexcused: (1) absence because of parental neglect, such as skiing, hunting, fishing, visiting out of town,



overslept, missing school bus, working at home, unapproved vacations/family trip, etc. (2) absence because of illegal employment such as students over sixteen years of age working in industries without a General Employment Certificate (3) absence because of truancy.

D. **Unlawful Absences** – Any unexcused absences for students of compulsory school age under seventeen (17) years of age.

E. **Family Trips/Vacations – family trips/vacations will be considered as excused absences if prior approval is received from the respective principal. Duration and frequency must not interfere with the student's educational progress.**



Any family trips for which prior approval is not obtained will be considered as unexcused and/or unlawful and if in excess of three days, a first notice may be served on the parent or guardian. **Student Family Trip/Vacation Excused Request Forms are available in the principal's office.**

F. **Attendance Letters** – AL-1, AL-2, or AL-3, letters will be sent to parents/guardians under the following circumstances.

1. AL – 1 Letter – grades K-12 will be sent immediately following 5 days of absence.
2. AL – 2 Letter – grades K-12 will be sent immediately following 7 days of absence.
3. AL – 3 Letter – grades K-12 will be sent immediately following 10 days of absence. (Requires submission of Doctor's excuse for future absences.)

If a student is absent with a doctor's excuse, these days are not counted toward an AL-1, AL-2, AL-3 letter. Similarly, if a student is absent with approval from the principal (i.e., an approved trip/vacation request) these days are not counted toward a letter.

G. **Penalty for Unlawful Absences**

**NOTE:** Act 29 of the PA School Code raises the fine for truancy up to \$300 plus court costs for the parent/guardian. Also, the parent/guardian may be required to complete

“Parenting Education Programs.” In addition, truant juveniles will have their driver’s license suspended for 90 to 180 days.

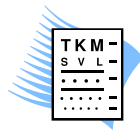
1. First Notice (A-1): When a pupil has accumulated **three days of unlawful absence**, his/her parents/guardian will be officially notified by the Principal. The first offense is only a warning and only one notice will be served.
2. Second Notice (A-2): When a pupil has accumulated **three additional unlawful days** after the first notice (see G-1), charges will be filed with the local Magisterial Judge and Children’s Bureau for a violation of the compulsory school attendance law. If found guilty, a fine and court costs may be imposed. Charges will be against the child and also the parents/guardian. **NOTE:** Once a “second notice” has been served, all additional unlawful absences during the pupil’s educational career (or age 17) may be filed as a “third notice.” Children and Youth Services will be informed of any absences.

H. **Return to School After Absence** - Immediately upon return to school after an excused or unexcused absence, the pupil shall present an absence excuse form from his parent or guardian stating the date or dates of the absence and an explanation of the cause of the absence. This statement must bear the complete official signature of the parent or guardian. **If an excuse is not presented within three (3) school days, the absence will be considered unexcused/unlawful.**

**Any time** a student is legally absent from school or class, he/she must make up all assigned work. The student must contact their teachers on the first day returning to school to schedule the necessary makeup work.

If contact is not made within three (3) school days, all missed work will be considered as a zero (0) for grade purposes. Any class work, test, etc., missed as a result of illegal absence shall be considered as zero (0) with no makeup permitted unless specifically ordered or approved by the principal.

- I. **Early Dismissals** – Students may be dismissed early for special reasons if they bring a written request by their parent or guardian to the attendance desk prior to the beginning of the school day on which the early dismissal is to occur. An early dismissal in excess of four (4) periods will be considered a half day absence. Parents must report to the school office to verify an early dismissal. Photo ID is required.
  
- J. **EVERY EFFORT SHOULD BE MADE TO SCHEDULE DOCTOR AND DENTAL APPOINTMENTS DURING NON-SCHOOL HOURS**  
 We encourage parents to make medical and dental appointments for their child at times other than during school hours. However, should it be necessary to call for your child at school, please report to the school office. This will prevent your child from leaving with an unauthorized person. Upon return, you may be required to submit a note from your doctor or dentist.



- K. **Tardiness (K-12)** - Any time a student finds that they will be tardy for school, the same procedure as in an absence shall be followed.
  
- L. **“Class-Cuts” (secondary grades)** – “Class-cuts” are unexcused, illegal absences. Therefore, no work missed during a “class-cut” shall be permitted to be made up. If a student cuts a class, the parent/guardian shall be notified.
  
- M. **Medical Excuse** – If a student’s absenteeism becomes excessive, the school district may require that a doctor’s excuse be submitted on each occurrence of absence. Failure to submit such an excuse will result in unexcused/illegal absences.



- N. Students **MUST** be in school prior to 11:00 a.m. in order to participate in **ANY** extracurricular activities, unless approved by the principal.

NOTE: The above guidelines shall be in addition to any of the individual building disciplinary rules. The complete district Attendance Policy is available in the Superintendent's Office.

## **CAFETERIA INFORMATION**

### **LUNCH FACILITIES**

Each school has a fully equipped cafeteria. Breakfasts and hot lunches, including milk, are served at a nominal cost. The meals are planned to provide a child with a balanced diet. Children usually receive more food at less cost and a more nutritious diet by buying the basic school breakfast/lunch each day.

The cafeteria facilities are available for use by children who carry their school lunches. However, glass bottles should not be brought to school. Beverages will be available for purchase. Supervision during the lunch periods is provided by classroom teachers who are assisted by lunchroom aides (elementary). All school cafeterias use pin numbers which function as debit lunch accounts.

Students must report to the cafeteria during their scheduled lunch period even if they do not plan to eat lunch.

### **STUDENT LUNCH ACCOUNTS AND CHARGES POLICY**

This policy governs situations when students do not have lunch money or when their lunch accounts have insufficient funds.

**NOTE: The Board of Education shall permit students to incur reasonable charges for lunches/special meal arrangements, and parents/guardians shall be contacted for payment.**

It is the Derry Area School District's policy that all students will be provided a nutritional school lunch. The following is the procedure that will be followed for negative balances on lunch accounts.

- When an account reaches a balance of negative \$5.00, a letter of notification will be sent home. ***This is done on a weekly basis.***

- The principal of each building will receive a list of names of students having negative lunch account balances every Friday.
- When the account reaches a balance of negative \$50.00, calls will be made to the home from the cafeteria to inform the parents. If needed, a payment plan will be put into place.
- When the account reaches a balance of negative \$100.00, a letter of notification will be sent home from the Food Service Director's office. Failure to reply within ten (10) days of the letter will result in a complaint being filed with the Magistrate's office to recover the outstanding balance.

### **mySchoolBucks**

The mySchoolBucks website: [www.myschoolbucks.com](http://www.myschoolbucks.com) provides a number of key features you will find beneficial including:

- Schedule recurring payments
- Automatic deposits when your child's account balance runs low
- Extended purchase history for the past 90 days
- Low balance email notifications
- Access mySchoolBucks from your mobile device

Visit the school district website at: <http://derryasd.schoolwires.com>  
 → Information → Cafeteria Info. → mySchoolBucks for more information.

### **FREE AND REDUCED LUNCHES**

The federal government under provisions of P.L. 91-248 has provided the opportunity for families to apply for free and reduced price lunches. Applications are distributed to all students at the beginning of the school year. Complete only one application per family. The qualifications and income guidelines are available from the office of the Food Service Director. Any questions about the program should be referred to the Food Service Director's Office at 724-694-1442.

### **DIETARY RESTRICTIONS**

If your child has a disability, such as a food allergy, that restricts their diet and that requires modifications or substitutions to the school meal, your physician must complete a sign a Medical Plan of Care for Food Service to be kept on file in the Office of the Food Service

Director. In addition, parents/guardians may request a **fluid milk substitute** for a student with a non-disabling medical dietary need, such as milk intolerance. Parents/guardians requesting a **fluid milk substitute** for their child must complete a Fluid Milk Substitution Form on a yearly basis. This form will remain on file in the Office of the Food Service Director for the current school year. Juice and bottled water are available at all times. When substituted for fluid milk, Juice and bottled water are not part of the reimbursable meal, even if ordered by your physician. Therefore, students will be charged for these items in addition to the price of the school lunch/breakfast. Please contact the Food Service Director at 724-694-1442 with any questions.

## **CODE OF STUDENT CONDUCT**

In the Derry Area School District, discipline is synonymous with teaching and learning. **Students have a great responsibility in being good citizens in their school.** These responsibilities include, but are not limited to: regular attendance, conscientious effort in the classroom, and conformance to school rules and regulations. It is the responsibility of each student to respect the rights of their teachers, administrators, peers, and all others who are involved in the educational process. **It is the student's responsibility to be aware of all rules and regulations for student behavior during all school activities, including athletic and extra-curricular events, and conduct themselves accordingly.** The School Board has the authority to make reasonable rules to govern the conduct of students in school.

The District goal is to develop positive, constructive student behavior. The primary purpose of discipline is to modify behavior and not merely to punish. Preventive and remedial help is available through the guidance offices for students with behavior problems. The Board of Education will implement and enforce the rules, regulations, and procedures set forth in the discipline policy. The Board of Education also recognizes that the discipline policy cannot be effective without the full cooperation of the administration, the entire staff, both professional and classified, the parents, and the students of the Derry Area School District.



## **MESSAGE TO ALL STUDENTS . . .**

As a citizen of this school district, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

**Be proud of your school.** Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our schools.

## **SCHOOL SPIRIT**

**School spirit** may be divided into three categories:

1. **Courtesy** – Toward teachers, fellow students, and the officials of school athletic activities.
2. **Pride** – In everything our school tries to accomplish and has accomplished.
3. **Sportsmanship** – The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level.

## **CONDUCT AND COURTESY**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward adults and fellow students will make school enjoyable for all.

## **STUDENT SECTION AND SPECTATOR GUIDELINES**

The Derry Area School District commends those students choosing to attend athletic competitions in support of our teams. This support is recognized by the student athletes competing and can help motivate them on the way to success. Students participating in a student section are given the privilege of representing our school spirit at home and away athletic competitions. This privilege comes with a great responsibility however, and we ask that those participating please review and abide by the following guidelines.

### **Acceptable Behavior**

- Clothing that meets the Derry Area School District dress code guidelines.
- Face paint that does not cover more than half of your face.
- Applauding and cheering for your team during introductions, the contest and post-game handshakes.
- Signs that support your school team.
- Staying in assigned student cheering section.
- Well planned and appropriate cheers.
- Students should be seated and not loitering in hallways or walking areas.

### **Unacceptable Behavior**

- Students not properly clothed will be asked to leave the site.
- Any face paint or masks that conceal the identity of an individual.
- Derogatory cheers, chants, songs, actions, or gestures directed toward opposing teams, their fans or the officials, including during pre-game and introductions.
- Props are not permitted in an athletic site.
- Derogatorily singling out a player, official, or coach with chants, cheers, and comments.
- Noisemakers – cowbells, horns, sirens, and whistles. Both the presence and use of balloons, sirens, whistles, vuvuzelas, and portable listening devices (without earphones) are prohibited.
- Any theme, sign, or chant that aims to target a race, individual, or team is not permitted.

**Students and spectators will be asked to leave the premises if this type of behavior occurs.**

## STUDENT RIGHTS AND RESPONSIBILITIES

As a result of the Regulations and Guidelines on Student Rights and Responsibilities which were adopted by the State Board of Education, the Board of School Directors had adopted the following policy on exclusion from school.

Exclusion from School

A. Students may be excluded from school for the following reasons:

1. **Illegal Possession:** The possession of any objects that could be classified as weapons.
2. **Marijuana, Drugs, Look-alike Drugs & Alcohol, and Prescription Drugs:** Under the influence, possession, consumption, dispensing and sale of alcohol or drugs of any type in or on school property. This includes school sponsored activities at locations other than home schools.
3. **Vandalism:** Willful destruction of school property or property of another person.
4. **Intimidation/Bullying/Hazing:** Extortion or threats of any other student or school staff member.
5. **Physical Aggression:** Physical aggression toward any other person.
6. **Tobacco or Look-alike Products thereof:** Possession on school grounds, in the school, on school buses and at related functions. This includes smokeless tobacco and look-alike products including e-cigarettes.
7. **Language:** Audible or visually obscene, vulgar, profane, or disrespectful words or actions.
8. **Insubordination:** Refusal to follow instructions of a school staff member or a failure to identify oneself upon request.
9. **Theft:** The process of stealing, receiving stolen goods, or assisting in the act of stealing.
10. **Misconduct:** A violation of reasonable and necessary rules that govern student behavior.
11. **Disruption:** Conduct that disrupts the orderly process of the school.

B. Students excluded from school have the obligation to contact their respective teachers in order to make arrangements for completion of work missed.

**Derry Area School District  
Board Approved (last revision September 4, 2014)  
Policy No. 237 Electronic Devices**

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees while delivering a curriculum that integrates the development of 21<sup>st</sup> century skills and provides all students with access to the tools needed for learning.

Electronic devices shall include all 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. Examples of these electronic devices include, but shall not be limited to, iPods, iPads and other electronic tablets, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board permits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; subject to the following guidelines and restrictions. The following policy shall apply to both student-owned electronic devices as well as district-owned electronic devices.

Electronic Device Usage in the Classroom:

Student use of electronic devices in the classroom shall be for instructional purpose only, as defined by the classroom teacher. Use of electronic devices for personal reasons is strictly forbidden in the classroom setting.

Electronic Device Usage in Non-Instructional Areas:

Middle School and High School students may use student-owned electronic devices for personal reasons during non-instructional times and areas, including the cafeteria, hallways, after school and on district buses and vehicles. Such access to personal use of devices is a privilege and subject to provisions of the Derry Area Acceptable Use of Internet, Computers and Network Resources, Bullying/ Cyberbullying, and Unlawful Harassment policies. It is the right of the supervising teacher/bus driver to restrict student access to electronic devices in

non-instructional settings in the event that such usage is disruptive to the school environment.

State Assessment:

In order to ensure reliable test results and to avoid the cost of replacing test items, the Department of Education requires schools to set rules and take certain steps to protect test materials. One step or rule required in all schools is that electronic devices are not permitted at test sites. Electronic devices include cell phones, smartphones, E-readers, Nooks, Kindles, iPads, iPods, tablets, camera-ready devices, and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others during the administration of the PSSA or Keystone Exams.

Copying or duplicating the material from the assessment, including the taking of a photograph, is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or fines of no less than \$750 up to \$30,000 for a single violation. *17 U.S.C. § 101 et seq.*

The Board prohibits the use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

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.

All student-owned electronic devices should be fully charged at the beginning of day. Students may not charge their devices on school property unless directed by a teacher to do so.

Electronic Images and Photographs:

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of photographs and electronic images in the school setting unless directed by a teacher for instructional purpose. Use of electronic devices for the purposes of unauthorized duplication of instructional materials, cheating and other violations of the student code of conduct is strictly prohibited. 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 e-mailing.

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.

Filtering and Student Access to the District Network:

The District shall maintain filters on all district operated Internet access routes as required by law and for the safety of students. The District shall retain the right to limit students access to district bandwidth as needed to ensure the equitable and necessary allocation of district Internet resources for essential administrative and instructional purposes.

Unfiltered access to the Internet on student-owned electronic devices via individually purchased data plans, shared hotspots and other means is subject to the provisions of the Derry Area Acceptable Use of Internet, Computers and Network Resources Policy No. 815. Violations of this policy are subject to disciplinary action.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student 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 Code of Student 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 or 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.

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 building administrator 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.

References:

School Code – 24 P.S. Sec. 510, 1317.1

Board Policy – 000, 113, 122, 123, 218, 226, 233, 815

## **DISCIPLINE SUMMARY CHART**

### **LEVEL I**

#### **MISCONDUCT**

Minor misbehavior on the part of the student which disrupts classroom procedures or interferes with the orderly operation of the school.

#### **SUGGESTED RESPONSES**

- Verbal reprimand
- Contact with parents/guardians
- Behavioral contact
- Special assignment (community work detail, etc.)
- Counseling
- Suspension of privileges not related to academics
- Detention
- Alternate Detention
- In-School Suspension
- Any other action which the principal deems appropriate

#### **EXAMPLES**

- Disruptive/disturbance
- Abusive language/gestures
- Failure to complete assignments
- Failure to bring appropriate materials to class
- In halls without appropriate pass
- Wearing distracting or inappropriate apparel
- Inappropriate display of affection
- Similar misbehavior as noted in this level
- Electronic Device policy violations
- Inappropriate social networking

## **LEVEL II**

### **MISCONDUCT**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

### **SUGGESTED RESPONSES**

**(Any combination of the following may be used.)**

- Contact with parent/guardian
- In-School Suspension
- Temporary suspension (up to 3 days)
- Referral to outside agencies
- Mandatory counseling
- Detention
- Alternate Detention
- Special assignment (community work detail, etc.)
- Confiscation of property
- The implementation of pertinent district policies
- Any other action which the principal deems appropriate

### **EXAMPLES**

- Any repeat of Level I Offense
- Insubordination
- Truancy
- Forgery/cheating/dishonesty
- Violation of Internet Use Policy
- Cutting class
- Harassment of fellow students
- Leaving school without approval
- Tampering with school property (i.e., fire alarms, security cameras, switch boxes)
- Disruptive behavior during cafeteria
- Reckless endangerment
- Possession of laser pointers
- Possession of tobacco, tobacco products, e-cigarettes or other tobacco substitutes on school property or buses (3 days suspension + charges filed with Magisterial Judge)
- Cyber bullying/bullying
- Hazing

### **LEVEL III**

#### **MISCONDUCT**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school and whose consequences may seriously endanger the immediate health and welfare of others.

#### **SUGGESTED RESPONSES**

**(Any combination of the following may be use.)**

- Parent/guardian conferences
- Temporary suspension (up to 3 days)
- Full suspension (up to 10 days)
- Referral to outside agencies
- Disorderly Conduct charges
- Special assignment (community work detail, etc.)
- Confiscation of property
- The implementation of pertinent district policies
- Any other action which the principal deems appropriate

#### **EXAMPLES**

- Any repeat of Level II
- Fighting
- Vandalism
- Theft
- Possession/use of unauthorized substance/devices
- Possession of look alike substances/devices
- Any act which would bring disrespect to an official school group
- Disorderly conduct, etc.
- Threatening staff or students
- Cyber bullying/bullying
- Hazing

#### **LEVEL IV**

##### **MISCONDUCT**

Any act which results in a direct threat to the safety and welfare of the students, staff, and/or property.

##### **SUGGESTED RESPONSES**

- Parent/guardian conference
- Full suspension (up to 10 days)
- Referral to outside agencies
- Expulsion
- Any other action the Board of Education deems appropriate

##### **EXAMPLES**

- Any repeat of Level III
- Extortion
- Bomb threats
- Fire threats/pulling alarms
- Possession of dangerous weapons
- Assault and battery
- Major vandalism
- Arson
- Theft/sale of stolen property
- Possession/distribution of unauthorized substances/devices
- Possession/distribution of look-alike substances/devices
- Terroristic threats
- Cyber bullying/bullying
- Hazing
- Unlawful use of prescription drugs
- Threats/harassment of teachers, school officials and school directors

##### **NOTE:**

- 1. A weapon is defined as any object or device which may be, or is, used to inflict bodily harm against another.**
- 2. Weapons offenders will be reported to the Police.**

## **SUSPENSION FROM SCHOOL**

The school administration has the legal authority to remove students from school, but certain procedures must be followed.

There are three ways a student can be excluded from classes – **temporary suspension** which can last a maximum of three (3) days; a **full suspension** from four (4) to ten (10) days; and **expulsion** which can range anywhere from eleven (11) days to permanent removal from the school rolls. Any student receiving Special Education Services or who has a Chapter 15 Plan has additional protections that will be followed by the school district.

The school principal can order a temporary suspension without a hearing. But before the suspension becomes effective, students must be fully informed of the reason for the suspension and given the chance to answer the charges. The time period for an out-of-school suspension will begin after midnight of the first date of the suspension and will end at midnight on the last date of the suspension. The building principal has the ability to modify this time period in instances where student safety and welfare is a concern.

Anyone facing a full suspension is entitled to an informal hearing before the superintendent or designee. The process leading to a full suspension includes a number of requirements to ensure due process. A full suspension may be for four (4) through ten (10) days. **Students suspended from school are not eligible to participate in or attend co-curricular and/or school sponsored activities or trespass on school property.**

Expulsions require a formal hearing before the school board or a board committee. Because of an expulsion's impact on your right to an education, the guarantees of due process are similar to those in a regular court hearing, including legal representation.

Students who are assigned to in-school suspension are required to pick up an assignment sheet in the main office. The student is to see each of his/her teachers for assignments which are to be completed while serving the suspension. Failure to do so may result in a zero in each class for each day the student is on suspension.

### **DETENTION**

The School Administration may use “detention” (mandatory late dismissal or early arrival) as a consequence. Parents will be notified in advance of the detention, and it shall be the parent’s/student’s responsibility to arrange for transportation for the student’s early arrival or late dismissal, if required.

### **DRUG-FREE SCHOOLS POLICY**

The Drug Free Schools Policy is established by the Derry Area School District pursuant to the Drug Free Act of 1988. It shall be unlawful to manufacture, distribute, dispense, possess, or use any controlled substance within the meaning of section 202 of the Controlled Substance Act. All students shall abide by this policy. Those who violate this policy shall be punished in accordance with the District Discipline Policy, as published in this handbook. In addition, the District will file charges with the Derry Police on each case.

### **TOBACCO USE/SMOKE FREE CAMPUS**

The Derry Area Board of Education has enacted policies in accordance with Act 128 of 2000 and Title 22 which prohibits the possession and/or use of tobacco or look alike products in any area of the school district’s buildings, property, buses, vans and vehicles that are owned, leased or controlled by the school district. Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar or pipe, electronic smoking devices (e-cigarette), and smokeless tobacco in any form. The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$300 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. In addition, a punishment of up to three (3) days suspension will be levied. Any student who assists others to violate this policy may receive a suspension. The superintendent or designee shall annually notify students, parents and staff about the district’s tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.



It is especially important that you, as a parent, be aware that any child under the age of 18 is considered a minor and that you would be responsible to pay the fine costs. Please support our attempts to reduce smoking or tobacco use in or about the schools by discussing the importance of these laws and policies with your child.

In a further attempt to protect students and staff from an environment that may be harmful to them, the Board prohibits tobacco use by adults in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.



**Derry Area School District (Board Approved)**  
**Policy No. 249, BULLYING/CYBERBULLYING**  
**3 YEAR REVIEW: August 6, 2015**

The Derry Area School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

Bullying means an intentional electronic, verbal, written or physical act or series of acts directed at another student or students by another student which occurs in a school setting and/or outside a school setting that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Substantial disruption of the orderly operation of the school.
4. Placing a student in reasonable fear of physical harm.
5. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule.
6. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites.
7. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
8. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

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

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

It shall be the responsibility of staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene, unless intervention would be a threat to staff members' safety.

If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the building principal for further investigation.

It shall be the responsibility of students and parents/guardians who become aware of an act of bullying to report it to the building principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the disciplinary action set forth in this policy.

#### Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the principal.

#### Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

#### Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school district's anti-harassment policy.

#### Reprisal

Any student who retaliates against another student for reporting bullying or for assisting or testifying in the investigation or hearing may be subject to consequences as defined in the Code of Student Conduct.

#### 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 classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236

**OLWEUS BULLYING PREVENTION PROGRAM**

All Derry Area schools, K-12, have implemented the OLWEUS Bullying Prevention program. The OLWEUS program is a comprehensive, research-based program designed and evaluated for use in elementary, middle, junior high or high schools. Each building holds regularly scheduled classroom meetings with students to discuss any bullying issues or problems they are facing. Each classroom meeting is also designed to discuss different topics about character building, relationship issues or self-esteem issues. All teachers are trained in the Olweus program. The program's goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. Assemblies are held throughout the year that focus on the dangers and consequences of bullying.

**HAZING**

The Board of Education does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

**Derry Area School District (Board Approved – May 5, 2016) CHILD ABUSE Policy No. 806**

CHILD ABUSE Policy No. 806

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for

recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** – an individual eighteen (18) years of age or older.

**Bodily injury** – impairment of physical condition or substantial pain.

**Certifications** – refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.

**Child** – an individual under eighteen (18) years of age.

**Child abuse** – intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
9. Unreasonable restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
10. Forcefully shaking a child under one (1) year of age.
11. Forcefully slapping or otherwise striking a child under one (1) year of age.
12. Interfering with the breathing of a child.

13. Causing a child to be present at a location where any illegal activities are being conducted or during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
14. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.
15. Causing the death of the child through any act or failure to act.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of control or safety, provided that the use of force:

- a. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control.
- b. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons.
- c. Is necessary for self-defense or defense of another.
- d. Is necessary to prevent the child from self-inflicted physical harm.
- e. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

**Direct contact with children** – the possibility of care, supervision, guidance or control of children or routine interaction with children.

**Independent contractor** – an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

**Perpetrator** – a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child’s parent/guardian; a paramour or former paramour of the child’s parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child’s welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child’s parent/guardian; a paramour or former paramour of the child’s parent/guardian; an adult responsible for the child’s welfare; or an adult who resides in the same home as the child.

**Person responsible for the child’s welfare** – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.

**Program, activity or service** – any of the following in which children participate and which is sponsored by a school or a public or private organization:

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

**Recent act or failure to act** – any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.

**Routine interaction** – regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.



**School employee** – an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

**Serious mental injury** – a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

**Serious physical neglect** – any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food shelter or medical care.

**Sexual abuse or exploitation** – any of the following:

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

- c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Student** – an individual enrolled in a district school under eighteen (18) years of age.

**Volunteer** – an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.
2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.

School employees, independent contractors and volunteers shall obtain and submit new certifications every sixty (60) months.

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

3. Certification requirements for volunteers are addressed separately in Board Policy No. 916.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

#### Training

The school district and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

#### Duty To Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of

- employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
  3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
  4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

### Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies <https://www.compass.state.pa.us/cwis> or an oral report via the statewide toll-free telephone number, **PA ChildLine 1-800-932-0313**.

A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified prior to such

photographs being taken. A witness of the same sex of the child, in addition to the employee taking the photos must be present if such photographs are deemed necessary.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

#### Investigation

The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

#### References:

School Code – 24 P.S. Sec. 111, 1301-A et seq.

State Board of Education Regulations – 22 PA Code Sec. 10.1 et seq.

Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6

Child Exploitation Awareness Education – 24 P.S. Sec. 1527

Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.

Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304

False Reports of Child Abuse – 18 Pa. C.S.A. Sec. 4906.1

Intimidation, Retaliation or Obstruction in Child Abuse Cases – 18 Pa. C.S.A. Sec. 4958

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 302, 304, 305, 306, 309, 317, 317.1, 333, 805.1, 818

**CHEWING GUM**

Gum chewing is not permitted at Grandview Elementary School.

**SNOWBALLING**

Snowballing is not permitted at any time while a student is under the jurisdiction of the school.

**FIRECRACKERS**

No types of fireworks/explosives are permitted in school vehicles or on school property.

**HALL PASSES**

No student shall be in the hall during regular class time without a hall pass issued by the teacher in charge of the student during that time. This will include trips to the restroom, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall be by the shortest and quickest route practicable without stopovers at other points or without disturbing other classes in session. Hall passes shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the note.

## **COMMUNITY SERVICES**

### **GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED)**

Students who withdraw from school prior to graduation should check with a Guidance Counselor concerning the regulations for taking the GED test. The GED Program is sponsored by the Private Industry Council or through the Eastern Westmoreland Career and Technology Center. This program helps persons gain a high school equivalency diploma. Any Pennsylvania resident 18 years or older may apply, although people 16 to 18 may qualify if they fall under certain provisions. Further information can be obtained by contacting the High School Counseling Office at 724-694-1465.

### **CALDWELL MEMORIAL LIBRARY**

Caldwell Memorial Library, located in Derry Area High School, is a branch of Adams Memorial Library and is open to the public during after-school hours. Books may be picked up or dropped off at either library. Derry Area's Title I School-wide Program also supports a Parent Resource Section at Caldwell Memorial. In addition, access to the Internet is available at the library by contacting the librarian. More information about the library and its programs is available on the web at [www.adamslib.org](http://www.adamslib.org) or by calling Caldwell Memorial Library at 724-694-5765.





## **GOLDEN AGE COURTESY CARD**

Passes for Derry Area senior citizens (65 or over, or retired people 62 years of age) are available from the Superintendent's Office. These passes admit senior citizens free to many school sponsored activities such as home athletic events and plays. **PLEASE NOTE:** Gold Cards are not valid for playoff games, tournaments, or the high school musical. Once you are issued a "Golden Age Courtesy Card" they are good year after year.



## **RENTAL OF SCHOOL FACILITIES/COMMUNITY USE**

School facilities of the Derry Area School District are available for rental to school, school-related, recreation-related, community or civic/service, and other organizations offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial.

All facility requests must be submitted electronically. For more information on how to request a facility, please visit [derryasd.schoolwires.com](http://derryasd.schoolwires.com). Select *Information*, and then select *Facility Use*. On this webpage, you will find helpful instructions, a facility calendar, facility use policy, and a link to register.

For more information or assistance, please contact the Derry Area Athletic Director/Community Recreation Coordinator at (724) 694-1419.

*\*No organization that discriminates on the basis of race, color, creed, national origin, sex, age, or handicap as defined by law shall be allowed to use the District's facilities.*

## **PAL VOLUNTEERS**

The Derry Area School District operates a volunteer program which is known as PAL - **Parents Assisting Learning**. The parents who donate their time and talents are called **PALs**. **PALs** will need to provide and pay for three clearances.

- Act 34 (Pennsylvania Criminal Record Check)
- Act 151 (Pennsylvania Child Abuse) clearance
- Act 114 (FBI clearance)
- Tuberculosis Test results will be needed for anyone volunteering over ten (10) hours per week.

***For Volunteer Guidelines and DASD Reimbursement of Clearance Fees Form***, please see our district website: [derryasd.schoolwires.com](http://derryasd.schoolwires.com)  
→ **PARENT → SCHOOL VOLUNTEERS**. The District invites any parent or community member who would like to be involved with children and youth and has a talent that they might share to **call Brenda Bitz, PAL Coordinator, at 724-694-1400 or check out the Derry Area School District website [derryasd.schoolwires.com](http://derryasd.schoolwires.com) for more information.** PALs are needed in all grade levels K-12.

## **TITLE I PARENT ADVISORY COUNCIL**

An active Title I Parent Advisory Council meets bi-annually to advise staff members regarding the district's Title I School-wide program. Parents of any school age child can be considered for membership on the council. Interested persons should call Mr. Rod Bisi, the Title I Coordinator, at 724-694-2400 for additional information.

## **TITLE I PARENT INVOLVEMENT**

The Derry Area School District in conjunction with the Derry Area Title I School-wide program supports a strong parent/family involvement policy. Opportunities for parent involvement in their child's education are made available. The district and Title I staff recognize that the responsibility for each student's education is shared by the schools and parents. We acknowledge that schools and families must work as knowledgeable partners to effectively educate all students. The Parent Involvement Policy can be accessed on the District's website at [derryasd.schoolwires.com](http://derryasd.schoolwires.com). If parents have questions about the qualifications of the Title I staff, please call Mr. Rod Bisi, the Title I Coordinator, at 724-694-2400.

## **EVERY STUDENT SUCCEEDS ACT (ESSA) COMPLAINT PROCEDURE**

Complaints alleging violations of law in the district's administration of federally funded education programs shall be processed in accordance with the following procedure. The complaint must be filed with the district as a written, signed statement that identifies: alleged ESSA violation; facts supporting the alleged violation; supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint. Complaints shall be referred to the Federal Program Coordinator, who will notify the Superintendent or designee.

## **DERRY AREA PARENT/TEACHER ORGANIZATION (PTO)**

An active Derry Area Parent/Teacher Organization meets regularly. All parents are encouraged to join and support this service group. Interested parents should call the respective building principal for more information.

## **EARLY INTERVENTION SERVICES FOR PRESCHOOL STUDENTS**

The Early Intervention Services System Act entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. The Pennsylvania Department of Education is responsible for providing services to preschool children from age three to five. For more information or to request an early intervention evaluation, contact the Westmoreland Intermediate Unit at 724-836-2460.

## **TEACHING TINY TROJANS**

Teaching Tiny Trojans in a FREE in-home program provided by the Derry Area School District that will help prepare your child for Kindergarten. The early literacy instruction is tailored to your child's needs. For more information about **Teaching Tiny Trojans**, contact **Barbie Jones**, DASD Early Childhood Education Liaison, at 724-694-1377 or visit the Kindergarten Readiness Tab on the district website, [derryasd.schoolwires.com](http://derryasd.schoolwires.com).

### **SCHOOL BOARD MEETINGS AND WORK SESSIONS**

Residents of Derry Area are invited to attend any of the regular School Board meetings. Work sessions are scheduled the last Thursday of the month. Regular School Board meetings are held the first Thursday of every month unless otherwise changed through public notice. A time segment is provided at the public meetings for comment and questions from the audience and concerns of local residents are taken under consideration at that time. Executive Sessions are held in accordance with Act 84 and are not open to the public.

**NUMBERS TO CALL –  
IF YOU HAVE A QUESTION OR NEED HELP**

Al-A-Teen/Al-Anon .....	1-800-628-8920
Alcoholics Anonymous .....	1-800-252-6465
American Red Cross .....	724-537-3911
Big Brothers/Big Sisters, Westmoreland County .....	724-837-6198
Blackburn Center .....	1-888-832-2272 or 724-837-9540
Bullying Prevention Consultation Helpline .....	1-866-716-0424
Center for Disease Control .....	1-800-342-2437
Childline (Child Abuse Hotline) .....	1-800-932-0313
Children’s Health Insurance Program (CHIP) .....	1-800-986-KIDS
Covenant .....	1-800-999-9999
Derry Police Department .....	724-694-8030
Excelsa Latrobe Hospital Mental Health Center .....	724-537-1650
Family Services of Western Pennsylvania .....	724-888-222-4200
Narcotics Anonymous .....	1-412-391-5247
National Domestic Violence Hotline .....	1-800-799-7233
National Runaway Hotline .....	1-800-621-4000
National Suicide Prevention Lifeline .....	1-800-273-8255
Office of Vocational Rehabilitation (OVR) .....	1-800-762-4223
PA Career Link of Westmoreland County .....	724-755-2330
PACT Teenage Pregnancy .....	724-522-1718
Parent WISE, Inc. ....	724-837-1555 or 1-800-544-0227
Poison Control Center .....	1-800-222-1222 or 1-412-681-6669
Southwestern Pennsylvania Human Services .....	1-800-220-1810 or 724-832-5880
SPHS Drug and Alcohol .....	724-532-1700
St. Vincent DePaul Store .....	724-537-0411
Substance Abuse Helpline .....	1-844-897-8927
Westmoreland Case Management/Support Services	1-800-353-6467
Westmoreland County Children’s Bureau .....	724-830-3300
Westmoreland County Crisis Hotline .....	1-800-836-6010
Westmoreland County Helpline	1-800-222-8848 or 724-836-2020
Westmoreland County Mental Health .....	1-800-871-4445
Westmoreland Human Opportunities .....	724-834-1260

## **DRESS CODE – GRADES K - 12**

Derry Area administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or that jeopardizes the health, welfare or safety of the student or other students.

Any clothing judged to be a disruptive influence in class or interfering with the educational rights of others is considered improper dress. Certain types of clothing and hair styles may be required for physical education classes or for extracurricular activities such as band, football, etc.

School officials will not make school wide policies limiting the length or style of hair, but they may demand changes in either style or length on an individual basis if they can show sufficient justification. Such justification could be that a student's hair or dress is a health or safety hazard or disruptive to the educational process.

The following are specifics to the Dress Code for Derry Area School District.

### **Section I. General**

- 1. Excessively cut, torn or excessively ripped clothing is not permitted.**
- 2. Spandex or skintight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in an appropriate manner.**
- 3. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.**
- 4. Undergarments should not be exposed in any way.**
- 5. Coats, jackets or garments designed for protecting from the outside weather are not to be worn in school.**

### **Section II. Tops**

- 1. Tops may not be "low cut" or exposing. Bare midriffs and bare backs are not permitted.**

2. Sleeveless tops and dresses are permitted, however, the following are unacceptable school attire:
  - a. Spaghetti Strap/Halter/Mesh Tops
  - b. See-through blouses or shirts
  - c. Tube Tops/Crop Tops
  - d. Attire with excessively large armhole
3. Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.

#### Section III. Pants/Shorts/Skirts/Skort

1. Pants, shorts, skirts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. All shorts, skirts, skorts, and slits in skirts must touch the bottom of the fingertips with arms fully extended.

#### Section IV. Offensive Dress

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
  - a. Have sexually suggestive writing/pictures
  - b. Advocate violence
  - c. Advertise or promote the use of tobacco, alcohol or drugs
  - d. Have double meaning wording or obscene language
  - e. Are disrespectful
2. A tattoo must be covered if it:
  - a. Has sexually suggestive writing/pictures
  - b. Advocates violence
  - c. Advertise or promotes the use of tobacco, alcohol or drugs
  - d. Has double meaning wording or obscene language
  - e. Is disrespectful

#### Section V. Footwear

1. Some sort of footwear must be worn at all times.
2. Any footwear that poses a safety hazard is not permitted.
3. Shoes with laces must be tied.

**Section VI. Jewelry**

Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.

**Section VII. Head Wear**

Hats, caps, bandanas, sunglasses, visors, and sweat bands, and other head wear are not permitted.

**Section VIII. Health and Hygiene**

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

**Section IX. Office Discipline**

1. Students violating the Dress Code will be:
  - a. Asked to change their clothing
  - b. Asked to turn clothing inside out if possible, or
  - c. Asked parents to provide appropriate clothing.

In addition, dress code violations may result in detention, suspension, loss of privilege, or out of school suspension.

These rules and procedures have been developed according to Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.



## EMERGENCY PREPAREDNESS

### **INCLEMENT WEATHER/REDIKER AUTOMATED PARENT NOTIFICATION SYSTEM**

In the event that it is necessary to close or delay the opening of schools because of hazardous weather conditions or for any other school emergencies, the **Rediker Automated Parent Notification System** will be activated. The **Rediker Automated Parent Notification System** allows us to send a telephone message, e-mail, or a text message to you providing important information about school events or emergencies. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone, e-mail and/or SMS text.



The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please contact the Technology Office at 724-694-1380 immediately.

If you didn't complete a form at the beginning of the school year, you may access a form by going on our website: <http://derryasd.schoolwires.com> or pick up a form in your child's school office. Please return the completed form to your child's building secretary.

Please note that the primary phone number will be called for general announcements. The primary and the emergency numbers will be used in an emergency and/or weather related announcement, and all will be dialed simultaneously.

In the event that it is necessary to close or delay the opening of schools because of hazardous weather conditions, the following radio and television stations will be notified by 6:30 a.m.

WCNS 1480 AM	WKYE 96.5 FM	WJAC-TV/Channel 6
WCCS 1160 AM	WQTW 1570 AM	WTAE-TV/Channel 4
WDAD 1450 AM	KDKA 1020 AM	KDKA-TV/Channel 2
		WPXI-TV/Channel 11

**School closing information will also be posted on-line at <http://derryasd.schoolwires.com>. Before your child leaves for the bus stop, he/she should check for such announcements. Media systems sometimes experience technical difficulty. It is advisable to check two or three different locations to verify the school closing or delay.**

### **SAFETY**

To ensure continued safety within the school district there have been cameras installed throughout the campus. Monitors for cameras are located in the offices and viewed by school district employees only. Recorded evidence will be used to discipline or prosecute individuals for unacceptable or unlawful behavior.

### **EMERGENCY PLANNING**

The Derry Area School District conducts safety drills on a regular basis. Students and staff are instructed on school safety procedures and guidance.

### **PANDEMIC INFLUENZA**

Pennsylvania public schools, like other political subdivisions and employers, must be prepared to deal with critical issues for a Pandemic-avian flu outbreak if it should occur in this state and/or our community. The school district in conjunction with school/community partners has developed a plan to prepare for such a devastating health crisis.

## **DERRY AREA SCHOOL DISTRICT**

### **Parent Information for Disaster and Emergency Plans**

#### **Direction and Coordination**

The district in collaboration with Westmoreland County Department of Public Safety and the Pennsylvania Department of Health has developed an emergency management plan following the guidelines of the Pennsylvania Emergency Management Agency. The district has also worked with area fire departments, police departments, and rescue services in the development of this plan. For safety and security reasons, exact details of our emergency plans cannot be made public. In the event an emergency should occur, the District Superintendent or representative may implement this Emergency Operations Plan and take such other actions as might be required to protect the safety of our students, staff and property.

District Personnel have been trained in the National Incident Management System (NIMS) and will follow these procedures when involved with an emergency situation.

Each school in the district also has an emergency plan, will be involved in emergency planning exercises as required by state regulations, and communicate with their parents procedures to be followed in case of an emergency.

#### **Procedural Guidelines**

Foremost, the safety and welfare of all our students will be taken into consideration when a situation requires an emergency response on part of this district. The district has established plans for evacuations and lock-downs. Once a determination has been made that it is safe to reunite parents and students an announcement will be made to identify the reunification site. This information will be provided through the news media, Blackboard Connect and the district's web site.

In case of an emergency, parents are urged NOT to telephone the schools or attempt to come to the school. This will only create confusion and divert staff and faculty members from performing their assigned emergency duties. Law enforcement will be diverting traffic away from the school campuses for safety reasons.

In the event of an ordered evacuation, all students will be transported, even if they have their own transportation at school. The district has established host sites for evacuations and developed procedures for releasing students to parents.

**Parents or others authorized to pick up a student will be required to be on the student's emergency card, provide photo identification at the pick-up point, and sign a release assuming custody of the child. Identification may consist of a driver's license, passport or other identification with a photograph.**

Parents or authorized others will remain in the pick-up area until their child has been escorted to them by district personnel. The district has also established procedures for students requiring First Aid and for identifying missing students. Parents of students in these situations will be escorted to the appropriate stations for support.

In an emergency situation it will take the cooperation of many different agencies, parents and students to insure the safety of all involved.

If students are being moved for safety reasons, all teachers and support staff (unless otherwise directed by the principal or a higher authority) will accompany the students to the "Host Site" or other on-site location such as another school or outside facility. All staff will remain with their students until relieved of their responsibility by the principal.

Adult visitors in the buildings must follow the directions of building administrators and may be asked to assist with special situations. Emergency situations necessitating an evacuation may compromise the safety of all individuals on campus. The principal will determine whether visitors will be permitted to leave AFTER all students and staff have been evacuated OR whether visitors will be evacuated with students and school staff.

All staff have been advised to leave all items in the classroom except those needed for emergency situations. Student and staff safety is the focus during an evacuation.

It is the goal to unite all students with their parents after it has been determined to do so in a safe manner.

Specific information about drills, procedures, student and staff information is considered confidential for security reasons and will not be released.

### **Organization**

*Update of Plans and Training:* The District Superintendent will provide for at least an annual review and updating of the District's Emergency Plans and for prescribing training of staff and faculty.

*Interagency Actions:* Actions by the staff and faculty of the School District will be coordinated with other agencies that are affected by the emergency.

*Drills and Exercise:* Each building administrator will provide prescribed training of staff and faculty on emergency plans, procedures, and duties; orientation of students on emergency procedures and responsibilities.

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

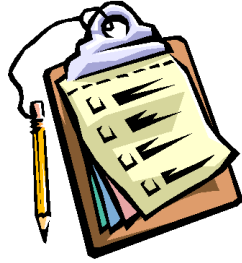
Prior to the time of admission to school, the State mandates that all children within the Commonwealth shall have received the following immunizations.

DT/DPT	4 doses of properly-spaced (4 <sup>th</sup> after 4 <sup>th</sup> birthday)
POLIO	3 doses properly-spaced
MEASLES	2 doses properly-spaced (1 <sup>st</sup> <u>after</u> 1 <sup>st</sup> birthday)
MUMPS	2 doses properly-spaced (1 <sup>st</sup> <u>after</u> 1 <sup>st</sup> birthday)
RUBELLA	(German Measles) 1 dose (After 1 <sup>st</sup> birthday)
HEPATITIS B	3 properly-spaced doses
VARICELLA	2 properly-spaced doses (1 <sup>st</sup> <u>after</u> 1 <sup>st</sup> birthday) or immunity either from history of disease verified with statement from parent/guardian or physician or laboratory evidence.

Required for entry into 7<sup>th</sup> grade:

Tdap	1 dose
Meningococcal Conjugate Vaccine (MCV)	1 dose

Medical records of these immunizations must be provided upon request of school officials. **If evidence is not available, the child will be denied entrance to school until all immunizations are completed, or a statement of exemption must be provided by parent/physician.**



The district also, in accordance with State mandates, provides the following medical and dental services through the appointed school physicians and dentists:



Kindergarten	Physical examination, dental examination, height and weight, vision and hearing.
Grade 1	Height, weight, vision, hearing (physical and dental if not done in Kindergarten.)
Grade 2	Height, weight, vision, hearing
Grade 3	Height, weight, vision, hearing and dental examination
Grade 4	Height, weight, vision
Grade 5	Height, weight, vision
Grade 6	Physical examination, height, weight, vision
Grade 7	Scoliosis examination, dental examination, height, weight, vision, and hearing
Grade 8	Height, weight, vision
Grade 9	Height, weight, vision
Grade 10	Height, weight, vision
Grade 11	Physical examination, hearing, height, weight, vision
Grade 12	Height, weight, vision

State requirements mandate that height and weight measurements of students are done annually. These measurements are used to calculate body mass index, or BMI, which is plotted on growth charts developed by the Centers for Disease Control and Prevention. BMI is a “weight for stature” index that can be used to help determine whether a student is within a normal growth pattern, overweight, or at risk for being either overweight or underweight. BMI should be considered a screening tool and not a definitive measure. **All parents will receive an informational letter concerning their child’s BMI.**

Failure to comply with the above policies will jeopardize the student’s status.

A parent may elect to satisfy this mandate by having these services performed by the family physician. If you elect to do so, please contact the school nurse to obtain the appropriate forms which must be completed by your physician. These forms are given to parents at Kindergarten registration, given to students and/or mailed to those students of appropriate grade level. **Parents will be given notification, via their children, as to the approximate dates of all mandated screenings,** medical and dental examinations.

If you wish to be present at any of these, you may do so by contacting the school nurse for an appropriate date and time. Examinations not performed by personal family physicians or pediatricians and dentists will be performed by the school physicians and dentists. In all instances, parents will be notified of any abnormal findings obtained through the various testing programs.

The district accepts reports of private physical and dental exams **completed within one year prior to a student’s entry into the grade where an exam is required.**

### **FIRST AID**

The Derry Area School District makes every effort to provide a safe school environment. If a child is hurt in an accident, first aid will be administered, and parents notified.



The school interprets first aid as being the immediate temporary care given to an injured person. **Children are asked to report any injury to the classroom teacher or instructional leader immediately.**

In the event an injury or illness occurs that may require emergency ambulance service, the School District officials will use prudent judgment in contacting ambulance service but the parents and/or their insurance (**NOT THE SCHOOL DISTRICT**) will assume the cost of such emergency services.

### **DEFIBRILLATORS**

Automatic External defibrillators are located in strategic areas in each school building.

### **COMMUNICABLE AND INFECTIOUS DISEASES**

Under the Pennsylvania Health Regulations, children **must** be excluded from school for the following symptoms:

1. Mouth sores associated with inability to control saliva.
2. Rash with fever or behavioral change.
3. Pus discharge from the eyes.
4. Productive cough with fever.
5. Oral or axillary temperature equal to or greater than 100.5 degrees F.
6. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.
7. Persistent vomiting.
8. Persistent diarrhea.

Any child excluded for any of these may only be readmitted when the condition has resolved, or with a physician note confirming that the condition is noncontagious.

**Children must be fever free without the use of fever reducing medicine prior to returning to school. They must also be without vomiting/diarrhea.**



## ORTHOPEDIC INJURIES

Students with orthopedic injuries may need the use of assistive devices (e.g., crutches, wheel chair, elevator, etc.). A physician order may be required for the use of these devices at the discretion of the school nurse.

<b>INFECTIOUS AND COMMUNICABLE DISEASES</b>			
<b>Disease and Incubation Period</b>	<b>First Signs</b>	<b>How Long Contagious?</b>	<b>Time Excluded From School</b>
<b>CHICKEN POX</b> 12-21 days (usually 13-17 days)	Slight fever; loss of appetite followed by small raised pimples which become filled with clear fluid. Rash most common on scalp, back and chest.	From 1 day before onset to 6 days after appearance of rash.	Minimum of 5 days until all crusts are dried, (average 7-10 days off.)
<b>FIFTH DISEASE</b>	Facial rash Lacey rash trunk/legs	Before rash appears	None needed
<b>IMPETIGO</b> 4-10 days	Purulent skin lesion develops an orange-tinged crust.	As long as lesion drains	After 24 hours of medical treatment or physician's note confirming non contagious status.
<b>LICE</b> Hatch in 2 weeks.	Infestation of scalp; extreme itching; nits are small, silvery, teardrop shaped eggs attached to individual hairs.	Until lice and eggs are destroyed.	Until treatment confirmed by parent or physician note. All nits must be removed from hair by 7 days. Any child with live lice or nits will be excluded.
<b>PINKEYE</b> Conjunctivitis 24-72 hours	Irritation redness, discharge, itching of eye. Edema of lids. Sensitive to light.	During active infection.	After 24 hours of medical treatment or physician's note confirming non contagious status.
<b>RINGWORM</b> 10-14 days	Flat spreading ring-shaped lesions, reddish, dry and scaly or moist and crusted.	As long as lesions are present.	After parent note confirming treatment with terberafine (Lamisil) cream, or other treatment confirmed by physician. Nurse will confirm resolution of lesions within 7-10 days.
<b>SCABIES</b> Days to weeks	Lesions or rash prominent between fingers, spreads to rest	Until treated.	Until treatment confirmed by physician.
<b>HAND/FOOT/MOUTH</b> (COXSACKIE VIRUS)	Sore throat, fever 101 degrees F to 103 degrees F. 1-2 days later	Beginning with onset of fever through active lesions usually	Usually (5-7 days) until fever and all active lesions are gone.

	mouth sores, blisters on hands and/or feet and sometimes buttocks.	(5-7 days.)	
<b>STREP THROAT/ SCARLET FEVER</b> 1-7 days (usually 2-5)	Fatigue, restlessness, and sometimes vomiting, followed by fever and sore throat; fine red rash indicates scarlet fever.	Uncertain, usually from first symptoms to complete recovery – 14 days	May return if under treatment for 24 hours and no fever.

Students may be excluded from school if infected by contagious diseases not listed if the school physician or public health authority so recommends.

**Suspected Skin Infections:**

Any area of worsening redness or enlarging papule(s) (“large pimple”) might be a skin infection. The child should not be sent to school if he/she has any fever (temperature > 100.5 degrees), and any open or draining lesions must be covered. If the nurse is concerned about the possibility of a skin infection, she may advise a physician evaluation. Return to school would require a written permission note from the physician.

**MEDICATION POLICY**

All medicine will be distributed by the school nurse. Medications will not be given if written doctor’s orders are not provided. Whenever possible, medications should be administered at home. Medication ordered three times a day is best administered before school, after school and at bedtime. Students receiving a controlled substance (narcotic) for pain should stay home until pain may be alleviated by using common non-prescriptive medicines.



Administration of medicine on school sponsored field trips and other extracurricular activities, is under the direction of the school nurse. Only the Certified School Nurse, substitute school nurse, an approved volunteer holding nurse certification or the student’s parent/guardian may dispense medication as per the doctor’s order on file.

Students are not permitted to carry any medication while on school property or during school-related activities (e.g., field trips). All medication (including over-the-counter) must be registered with the school nurse and must be accompanied by physician’s order/directive.

When administering medications and treatments the school nurse may follow the protocol as outlined in the Clinical Guidelines for School Nurses and standing orders approved by Chestnut Ridge Primary Care, School Physicians.

Please avoid sending a child to school who has a fever (temperature greater than 100.5) or who has vomited once or twice within twelve hours prior to school. **Coming to school for 1 or 2 periods for the sole purpose of taking a test, giving a speech or participating in a project/activity or sports will not be permitted. It is likely that he or she will not perform well and his/her illness may be spread to others.** The student should stay home and make up their work when they return to school fully recovered from their illness.

**Grades K-12** – The policy which the Derry Area School District follows in dispensing of medications during school hours is:

For prescription and non-prescription medicines, **written instructions must be provided by the physician.**

1. Parents/guardian's responsibility is to provide these written instructions from the physician to the school nurse.
1. Instructions shall indicate; name of medicine, the dosage, the time intervals, duration of treatment, and any other pertinent information.
2. Medications will not be administered unless they are in the **original prescription container**. Your pharmacist can supply a second labeled bottle for the school nurse.
3. If more than one medicine is requested to be administered, each must be in **original prescription container**.
4. All Schedule II medications/controlled substances must be delivered directly to the nurse's by an adult and counted in the presence of licensed school health personnel for all grades, K-12.
5. All Schedule II medications/controlled substances must be picked up by an adult who is listed on the Emergency Card. If medication is not picked up within one week following termination of the doctor's order, students' withdrawal from school or the close of school, the medication will be destroyed by the nurse in the presence of a witness.

6. **To insure the safety of all students, only life saving medication will be administered during an emergency situation.**
7. **A new physician order is required each school year.**

**POLICY REGULATING ADMINISTRATION OF MEDICATIONS AND TREATMENTS BY SCHOOL NURSE: Standing Orders approved by Chestnut Ridge Primary Care School Physicians.**

<b>KINDERGARTEN AND GRADE ONE</b>		
<b>PROBLEM</b>	<b>CONDITION</b>	<b>TREATMENT</b>
<b>ALLERGIC REACTION</b>	Local Reaction: Bee Sting, Food, other  Systemic Reaction: Bee Sting, Food, other	Sting relief pad, ice. *Benadryl, appropriate dose by age/weight if symptoms indicate.  *Benadryl, appropriate dose by age/weight. Bee sting kit-follow directions. <u>Parent/guardian must provide kit and written instructions from their private physician.</u>
<b>ASTHMA</b>		<b>DIAGNOSED BY PHYSICIAN.</b> All meter dose inhalers must have prescription orders from the physician and be kept in the nurse's office.
<b>BURNS</b>	Acute	Cold water – notify parents.
<b>ELEVATED TEMP</b>	100.5 degrees or above	Notify parent/guardian. Acetaminophen (Children's *Tylenol) Appropriate dose by age/weight. If temperature > 102 degrees F may use Ibuprofen (*Advil) appropriate dose by age/weight.
<b>EYES</b>	Foreign Object	Flush with water or sterile saline. Notify Parent/Guardian.
<b>INDIGESTION</b>	Nausea, Upset Stomach	Tempered measures first & Mylanta, one teaspoon.
<b>ORTHOPEDIC INJURIES</b>		Rest, ice, compression, and elevation as needed. Home or hospital.
<b>PAIN</b>	Headache, Minor Aches/Pain  Minor Sore Throat	Tempered measures only  *Chloraseptic spray.
<b>SKIN</b>	Irritation – Poison Ivy, Bug Bites, etc.  Abrasions, Minor Lacerations	*Caladryl or Hydrocortisone cream 1%  *Bacitracin, *Bactine – sterile dry dressing after cleaning
<p><b>*GENERIC EQUIVALENT WILL BE USED.</b>  <b>*Ibuprofen may be used only when student is allergic to Acetaminophen (*Tylenol)</b>  <b>Certified School Nurse may require MD evaluation and individual order for any frequent complaint.</b></p>		

GRADES TWO, THREE, FOUR, AND FIVE		
PROBLEM	CONDITION	TREATMENT
ALLERGIC REACTION	Hayfever, Upper Respiratory	*Dimetapp, appropriate dose by age/weight
	Local Reaction: Bee Sting, Food, other	Sting relief pad, ice. *Benadryl appropriate dose by age/weight if symptoms indicate.
	Systemic Reaction: Hives, Itching Bee Sting, Food, other	*Benadryl appropriate dose by age/weight. Bee sting kit-follow directions. <u>Parent/Guardian must provide kit and written instructions from their physician.</u>
ASTHMA		<b>Diagnosed by a Physician.</b> All meter dose inhalers must have prescription orders from the physician and be kept in the nurse's office. May carry inhaler on self when following the policies listed below: <ul style="list-style-type: none"> <li>- The student demonstrates the capability for self-administration and for responsible behavior in the use of the medication.</li> <li>- The student must notify the school nurse following each use of the inhaler.</li> <li>- If the child abuses or ignores the school policies, the school can confiscate the inhaler and remove the privileges to carry the medication.</li> <li>- The parent/guardian relieves Derry Area School District of responsibility for the benefits or consequences of the medication, and acknowledges that Derry Area School District bears no responsibility for ensuring that the medication is taken.</li> </ul>
BURNS	Acute	Cold water, *Silvadene/Second Skin/Burn Free.
DIARRHEA		Notify parent/guardian.

<b>GRADES TWO, THREE, FOUR, AND FIVE – (Continued)</b>		
<b>PROBLEM</b>	<b>CONDITION</b>	<b>TREATMENT</b>
<b>ELEVATED TEMP</b>	100.5 degrees or above	Notify parent/guardian. Acetaminophen (Children’s Tylenol), appropriate dose by age/weight. If temperature > 102 degrees F may use Ibuprofen (*Advil) appropriate does by age/weight.
<b>EYES</b>	Irritation, Foreign Object	Dacriose/Saline, 2-3 drops or flush with water.
<b>INDIGESTION</b>	Nausea, Upset Stomach, Heartburn, etc.	*Mylanta, 15 ml.
<b>ORTHOPEDIC INJURIES</b>		Rest, ice, compression, and elevation as needed
<b>PAIN</b>	Headache	Tempered Measures Acetaminophen (Children’s Tylenol), appropriate dose by age/weight.
	Toothache	Tempered Measures, Anbesol, Acetaminophen (Children’s Tylenol) appropriate does by age/weight.
	Dysmenorrhea	Tempered Measures.
	Minor Sore Throat	*Chloraseptic spray, saline gargle.
	Mouth Ulcer	Orajel
<b>SKIN</b>	Irritation – Poison Ivy, Bug Bits, etc.	*Caladryl, Hydrocortisone cream 1%.
	Abrasions, Minor Lacerations	*Bacitracin, *Bactine-steril dry dressing after cleaning.
<p><b>*GENERIC EQUIVALENT WILL BE USED.</b>  <b>*Ibuprofen may be used only when student is allergic to Acetaminophen (*Tylenol)</b>  <b>Certified School Nurse may require MD evaluation and individual order for any frequent complaint.</b></p>		

<b>MIDDLE SCHOOL AND HIGH SCHOOL</b>		
<b>PROBLEM</b>	<b>CONDITION</b>	<b>TREATMENT</b>
<b>ALLERGIC REACTION</b>	Hayfever, Upper Respiratory  Local Reaction: Bee Sting, other.  Systemic Reaction: Hives, Itching, Bee Sting, Food, other	*Dimetapp, appropriate dose by age/weight.  Ice, *Benadryl, appropriate dose by age/weight if symptoms indicate.  *Benadryl, appropriate dose by age/weight. Bee sting kit-follow directions. <u>Parent/Guardian must provide kit and written instructions from their private physician.</u>
<b>ASTHMA</b>		DIASNOSED BY PHYSICIAN Student may carry meter dose inhaler after presenting to nurse prescription orders for the physician when following the policies listed below: <ul style="list-style-type: none"> <li>- The student demonstrates the capability for self-administration and for responsible behavior in the use of the medication.</li> <li>- The student must notify the school nurse following each use of the inhaler.</li> <li>- If the child abuses or ignores the school policies, the school can confiscate the inhaler and remove the privileges to carry the medication.</li> <li>- The parent/guardian relieves Derry Area School District of responsibility for the benefits or consequences of the medication, and acknowledges that Derry Area School District bears no responsibility for ensuring that the medication is taken.</li> </ul>
<b>BURNS</b>	Acute	Cold water, *Silvadene/Second Skin/Burn Free.
<b>COUGH</b>		*Robitussin DM, appropriate dose by age/weight.



<b>MIDDLE SCHOOL AND HIGH SCHOOL - Continued</b>		
<b>PROBLEM</b>	<b>CONDITION</b>	<b>TREATMENT</b>
<b>DIARRHEA</b>		*Kaopectate, age and weight appropriate
<b>ELEVATED TEMP</b>	100.5 degrees or above	Notify parent/guardian. Acetaminophen (*Tylenol), appropriate dose for age/weight. If temperature > 102 degrees F may use Ibuprofen (*Advil) appropriate doses for age/weight.
<b>EYES</b>	Irritation, Foreign Object	Dacriose/Saline, 2-3 drops or flush with water.
<b>INDIGESTION</b>	Nausea, Upset Stomach, Heartburn, etc.	*Mylanta, 15 ml.
<b>ORTHOPEDIC INJURIES</b>		Rest, ice, compression, and elevation as needed. Acetaminophen (*Tylenol) appropriate doses by age/weight as needed home or hospital.
<b>PAIN</b>	Headache, Minor Aches/Pains, Toothache, etc. Muscular Aches/Pain Dysmenorrhea  Minor Sore Throat  Mouth Ulcers	Acetaminophen (*Tylenol) appropriate dose for age/weight.  Acetaminophen (*Tylenol) appropriate dose for age/weight. Ibuprofen (*Advil) appropriate dose for age/weight.  *Chloraseptic spray and/or saline gargle. Acetaminophen (*Tylenol) appropriate dose for age/weight as needed.  Orajel
<b>SKIN</b>	Irritation – Poison Ivy, Bug Bites, etc. Abrasions, Minor Lacerations	*Caladryl, Hydrocortisone cream 1%.  *Bacitracin, Bactine – sterile dry dressing after cleaning.
<p><b>*GENERIC EQUIVALENT WILL BE USED.</b>  <b>*Ibuprofen may be used only when student is allergic to Acetaminophen (*Tylenol)</b>  <b>Certified School Nurse may require MD evaluation and individual order for any frequent complaint.</b></p>		

## **SCHOOL BUS RULES AND REGULATIONS**

Bus safety is an important goal of the Derry Area School District. In order to have a safe and efficient bus transportation program, the following rules and regulations have been established:



- I. Safe school bus transportation requires cooperation and consideration for all people, especially the bus driver.
  - A. Students riding the school buses, including activity buses, are under the direct supervision of the bus driver. The bus driver has the authority to administer disciplinary action for not obeying rules and regulations based on the school district approved bus discipline procedures.
  - B. Students riding the school buses for sports related activities and/or field trips are under the direct supervision of the coach/chaperon. The coach/chaperon will administer needed disciplinary action. Bus rules for this type of trip will be established by the coach/chaperon.
  - C. If students are extremely late in getting picked up or dropped off at their bus stops, it is advised for the parents to phone the schools. Buses are sometimes delayed because of road construction, unfavorable road conditions due to inclement weather, buses breaking down, etc.
- II. In the event of a bus accident, the following will occur:
  - A. The district will inform parents that school bus was in an accident. Parents are not permitted on scene unless directed to do so.
  - B. All students will be evaluated by EMS once they arrive on scene.

- C. Injured students will be transported via ambulance or released to their parents depending on the severity of the injury.
- D. Parents of injured students will be contacted by the district.

**Afternoon Accidents:** In the event an accident occurs during the afternoon, uninjured students will be transported home on their school bus.

**Morning Accidents:** In the event an accident occurs during the morning, uninjured students will be transported to school on their school bus. Upon arrival, all students will be reevaluated by the school nurse.

III. Violation of the bus rules and regulations will be administered utilizing the following procedure:

- A. Initially, student misconduct will be handled by the bus driver. If the severity of the offense warrants stronger consequences than those available to the bus driver, the student will be referred to the building principal.
  - 1. The bus driver may utilize any or all of the following disciplinary measures:
    - a. Conference with the student on his/her misconduct.
    - b. Phone or personally contact parent/guardian.
    - c. Change the student's bus seat.
    - d. Restrict bus privileges, i.e., not permitted to open bus window; the last person to depart bus at the school; not permitted to have any electronic music devices etc.
    - e. Other measures approved in advance by the school district administration may be utilized.
  - 2. If, at any time, the bus driver determines that his/her efforts to correct the student's behavior have failed, the bus driver will initiate an official warning letter to the parent/guardian via the building principal. This letter indicates that all future bus discipline pertaining to the

student will be handled by the building principal and may result in the loss of bus privileges.

**NOTE: DERRY AREA SCHOOL BUSES ARE EQUIPPED WITH SURVEILLANCE CAMERAS FOR RECORDING BUS BEHAVIOR. SURVEILLANCE CAMERAS RECORD BOTH VIDEO AND AUDIO DATA AS AUTHORIZED UNDER PA ACT 9 OF 2014. RECORDED EVIDENCE WILL BE USED TO DISCIPLINE OR PROSECUTE STUDENTS FOR UNACCEPTABLE OR UNLAWFUL BEHAVIOR.**

- B. In cases of chronic student misconduct **or** if the severity of the misconduct warrants stronger disciplinary action than available to the bus driver, the student will be referred to the building principal via a bus discipline form. The building principal will notify the parent(s) by letter and/or telephone of the reason for the referral and the disciplinary action imposed.
  1. The following disciplinary steps will serve as a guide in administering disciplinary action by the building principal:
    - First Offense** – Two (2) days suspension off the bus.
    - Second Offense** – Three (3) days suspension off the bus.
    - Third Offense** – Five (5) days suspension off the bus.
    - Fourth Offense** – Referral to the Transportation Director and suspension from the bus for the remainder of school year. If a suspended student is found to be riding any bus, his/her suspension will be carried into the following year.
  2. Depending upon the nature and severity of the offense, bus privileges **may** be suspended for the school year at any of the above levels. In addition, the building principal may impose school discipline based on the severity of the offense.
  3. The district bus discipline procedure extends to and includes the last day of school. Students misbehaving on the bus during the final days of school will be required to complete any assigned punishment beginning the following school year.

- C. Under the school district policy, certain offenses result in automatic suspensions out of school.
  - 1. Some examples are as follows:
    - a. Fighting – Three (3) days out of school.
    - b. Use or possession of tobacco products on the school bus – Three (3) days out of school and charges filed with Magisterial Judge.
    - c. Threatening someone with a knife or other weapon – Ten (10) days out of school and/or expulsion.
    - d. Creating a dangerous situation that puts the safety of students and the driver at a high risk.
  - 2. Each of these types of infractions will be counted as a step in the bus disciplinary procedures leading to a loss of bus privileges for the school year.
  
- IV. Following are some examples of inappropriate student behavior that will result in disciplinary action:
  - A. Possession of tobacco, alcoholic beverages, or drugs on the bus.
  - B. Possession of matches, lighters, and other combustible objects.
  - C. Bullying, harassing or tormenting other students and arguing on the bus.
  - D. Loud talking and yelling. Do not talk to the bus driver while on route unless it is absolutely necessary.
  - E. Throwing objects on or out of the bus. Throwing objects at the bus stop or at the bus is also prohibited.
  - F. The use of vulgar language and making obscene gestures.
  - G. Vandalizing or damaging bus property or student property, intentionally or unintentionally, with or without malice or forethought. The student is subject to disciplinary action **plus** payment for the cost of damages and repairs. Payment for assessed damages and/or repairs must be made in full within

thirty (30) school days or riding privileges will be suspended until full payment is received.

- H. Carrying screwdrivers, knives, water guns, laser pointers, radios, nail clippers, or any other item that can be construed to be a weapon on the school buses. Electronic music devices are permitted providing they are played through headphones and at a volume audible only to the individual listener.
  - I. Tampering with any of the bus equipment, i.e., emergency doors, windows, or vents without the permission of the bus driver.
  - J. Extending any portion of their body or any object through a window of the bus.
  - K. Failure to occupy the seats assigned to them by the bus driver. Students must be seated while the bus is in operation.
  - L. Failure to stand a safe distance from the bus stop. Pushing or shoving while loading and unloading is prohibited.
  - M. Possession of hand-held games and toys unless approved by bus driver.
- V. Some additional regulations are listed below:
- A. Every student who rides a bus must get **on** and **off** at the bus stop assigned. Any student who wishes to ride a bus other than his/her regular bus must submit a written request signed by a parent/guardian and obtain a temporary boarding pass from the building principal. All temporary boarding pass requests must contain a valid reason in order to be considered; e.g., family emergency, no one home to meet elementary child, etc. Requests without a reason will not be granted. If a student requests permission to ride to/from another student's residence, a written request is also required from the other student's parent/guardian. Requests should be made to school officials infrequently and only under emergency situations. The bus driver has the right to refuse such a student if entry causes an overload.

- B. Students must be at their assigned bus stop ten (10) minutes **prior to departure time**. The bus driver is permitted to stop at **authorized** bus stops only. Times listed for stops at the beginning of the year are approximate and may be adjusted accordingly as warranted by route changes, pupil load, and weather conditions.
  
- C. Derry Area School District requires Kindergarteners and First Graders to have an authorized adult present before a bus driver will release them from the school bus. Students who do not have an authorized adult present will be kept on the bus and taken to the Barbara Thompson Early Literacy Center (BTELC) or the administration building until an authorized adult can pick them up.

The safety of your small child is a top priority of the Derry Area School District. As a convenience to parents/guardians who may be unable to meet their Kindergartner or first grader at the bus stop due to an emergency or other extenuating circumstance, the district has implemented an emergency Aftercare Program for K-1 children who are left on the bus. Prior to the beginning of the school year, Grandview will distribute a packet to all kindergarten and first graders. Enclosed in the packet will be a letter and two forms:

- 1. Letter from the Superintendent explaining purpose and procedures.
- 2. BTELC Emergency Contact/Parental Consent Form.
- 3. BTELC Emergency Bus Drop Off Agreement.

Parents will return the completed forms to Grandview. Families that do not complete the required paperwork are not permitted to utilize this service.

If a student is kept on the bus, the following procedures will be followed:

- 1. All students **with the required forms on file** will be transported to the Barbara Thompson Early Literacy Center located across from the high school on North

Chestnut Street. Smith Bus and BTELC will make every attempt to contact the parent/guardian regarding the location of their child. **If no contact with the parent/guardian has been made OR the child has not been picked up by 5:30, the Superintendent or designee will be contacted to supervise the child in the administration building. IF FURTHER ATTEMPTS TO CONTACT THE PARENT/GUARDIAN ARE UNSUCCESSFUL, THE STATE POLICE WILL BE CONTACTED TO TRANSPORT THE CHILD HOME.**

2. If the parent/guardian DOES NOT return the required forms, **the Superintendent or designee will be contacted to supervise the child in the administration building. IF ATTEMPTS TO CONTACT THE PARENT/GUARDIAN ARE UNSUCCESSFUL, THE STATE POLICE WILL BE CONTACTED TO TRANSPORT THE CHILD HOME.**

Parent Pick Up Process at the Barbara Thompson Early Literacy Center:

1. The parent or guardian must have photo identification to pick up their child.
  2. They will be charged on the following fee schedule:
    - a. First Occurrence: \$10.00
    - b. Second Occurrence: \$15.00
    - c. Third Occurrence: \$20.00  
Parent/guardian will be sent a letter warning that they will be denied access to this service for future occurrences of failing to meet their child at the bus stop.
    - d. Fourth Occurrence – Parent/guardian will be denied access and a report will be filed with the Westmoreland County Children’s Bureau.
- D. **Parent/guardian may request that their child in grades 2-12 not be dropped off without a parent/guardian/authorized**



**person being present by notifying the transportation office in writing.**

- E. The bus driver shall decide when the windows will be opened and to what degree, or whether eating or drinking will be permitted on the bus.
- F. Students may be assigned a special seat by the bus driver, principal, or his/her designee.
- G. In case of a bus breakdown, students are to remain on their bus until transportation is provided to school or home.
- H. Any student in a seat must permit another student to sit with them. Saving a seat infringes on the rights of others.
- I. A student must be cooperative with the bus driver, principals, and/or Director of Transportation in giving information concerning any infraction of the above rules and regulations or other misbehavior.
- J. Any misconduct **not** specifically covered in the preceding rules and regulations, but which is determined by the bus driver, principal, and/or Director of Transportation as detrimental to the health and safety of students shall be cause for disciplinary action.
- K. Students suspended from riding a bus are **not excused** from attending school. Furthermore, **transportation should not be used as a reason to miss school**. Depending on the age of the student, **such an absence would be an illegal or an unexcused absence**. If you have any questions concerning the bus rules and regulations, please contact the Director of Transportation at 724-694-1419.

VI. **Route 22, Route 30, and RAILROAD CROSSINGS –**

No student is permitted to cross Route 22, Route 30, or any railroad tracks to or from a bus stop. Along Route 22, Route 30, and any railroad tracks, students are to be picked up and dropped off at a central location to their home,



driveway, or private road/lane. The student and his/her parents will be warned about the infraction and any future violations of the "Route 22, Route 30, and Railroad Tracks" bus policy will result in suspension from the bus. The National Transportation Safety Board recommendation H-85-005 states: "A school bus, whether or not carrying passengers, must stop at all railroad crossings designated by appropriate signs, signals, or markers. The exception is crossings controlled by a police officer or flagman: **The school district requests that anyone observing these violations report to the Derry Transportation Office at 724-694-1419.**

- VII. The use of cell phones is prohibited, unless approved by the bus driver. If the cell phone becomes a distraction, the student may be subject to disciplinary actions. Cell phones may be used for emergency situations.

### **Unauthorized School Bus Entry**

**Under this legislation, a person who enters a school bus without prior authorization of the driver or school officials with the intent to commit a crime or disrupt or interfere with the driver would commit a misdemeanor of the third degree. Similarly, a person who enters a school bus without prior authorization and refuses to disembark after being ordered to do so would commit a misdemeanor of the third degree. This misdemeanor is punishable by a maximum term of imprisonment of one year, a fine of up to \$1,000.00 or both (Section I, Title 18 of the Pennsylvania Consolidated Statutes 5517. Unauthorized Bus Entry.)**

### **Temporary Bus Boarding Passes**

**Temporary bus boarding passes will NOT be issued for the following reasons: visiting or staying overnight at a friend's or relative's house; needing a ride to an after-school recreational activity (gymnastics, scout meetings, baton lessons, etc.) or attending a social activity (party, church event, etc.) Also, any requests without a reason will NOT be granted. Requests should be made to school officials infrequently and only under emergency situations. A temporary bus boarding pass will be issued by the building principal (or authorized person) and submitted to the bus driver.**

## **PRIVATE TRANSPORTATION**

In an effort to ensure the safety of all students and create the least amount of disruption to the flow of morning traffic, we are asking all parents/guardians to familiarize themselves with the Student Drop-off procedures below. Please keep in mind that our primary goal with regard to student drop-off is the safety of your child.

### **Morning Drop-off Procedures**

#### **Grandview Elementary AM Drop-off Procedures**

- a. The student drop-off area is located at the circle around the flagpole. Only buses are permitted inside the gated area in front of Grandview.
- b. The drop-off area is staffed from 8:45 – 9:00 a.m. daily.

#### **Middle-High School AM Drop-off Procedures (Middle/High School)**

- a. During the hours of 7:30 – 8:00 a.m., drop-off should be conducted in the staff parking lot paralleling North Chestnut St. Ext.
- b. Students must enter through the main entrance of their respective building.

### **Afternoon Pick-up Procedures**

#### **Grandview Elementary PM Pick-up Procedures**

- a. Parents/guardians who plan to pick up their child at dismissal should send a note to school to alert the teacher that the child should not be placed on the bus.
- b. In the event of an emergency, a child can be placed on the parent pick-up list by phoning the elementary office at 724-694-2400 no later than 3:00 p.m.
  - i. Phoning the school to make these arrangements should occur only when

absolutely necessary. A note sent to a child's teacher is the appropriate way to make a parent/guardian pick-up request and guarantee that your child will not be placed on the bus.)

- c. The parent/guardian pick-up area is in the cafeteria. Adults should enter the building through the door at the top of the ramp facing the lower parking lot. Do not come to the main office for parent pick-up at the end of the school day.
- d. Only adults who are named on a child's approved list for parent/guardian pick-up can sign out the child. As per school district policy, all adults need to show a valid picture ID to pick up a child.
- e. Students will be called to the cafeteria for parent/guardian pick-up at approximately 3:30 p.m. Parents/guardians should arrive in time to sign out their child prior to 3:30 p.m. Elementary dismissal ends at 3:50 p.m. at which time all students should have left school on a bus or with a parent/guardian.

#### **Middle-High School PM Pick-up Procedures (Middle/High School)**

During the hours of 2:30 – 3:00 p.m., pick-up should be conducted in the staff parking lot paralleling North Chestnut Street Ext.

#### Drop-off information for all buildings:

- a. All cars must remain in a single lane in the drop-off area to eliminate the risk of a child being hit while crossing in front of other cars.
- b. The drop-off lane is a no parking zone. Anyone parked in this lane during drop-off hours may receive a fine.
- c. If you must assist your child with getting out of the car, please be courteous and close your car door so others may get around you.
- d. All students are familiar with the procedures for entering the building. It is not necessary to escort a child into the school.

- e. There are teachers inside and outside of the school to monitor the students and make sure they arrive at their classroom safely.
- f. Parking during drop-off and pick-up hours must be done so in designated areas.
  - a. Grandview: Lower lot.
  - b. Middle-High School: Staff parking lot.

Guidelines relating to circumstances as well as emergencies that will require you to transport your child to and from school are as follows:

- A. **Parking, discharging, or picking up students is prohibited in the bus and fire zone.**
- B. For emergency reasons, children may be excused from school for a portion of the day. If a request is anticipated, please send to the teacher a written statement indicating time, day, and reason for the child's excuse. For unanticipated excuses, please telephone the school.
- C. For the safety of your child, no student will be permitted to wait outside. Please report to the office and sign him/her out.
- D. For the safety of your child, your signed permission granting another individual to drive your child home must be presented to the school.
- E. Students who are going home by private transportation for the purpose of visiting, birthday parties, etc., must bring a note from both families involved.
- F. Due to the extensive vehicle traffic, students will not be permitted to walk to and from Grandview School.

#### **ACTIVITY BUSES (HIGH SCHOOL AND MIDDLE SCHOOL)**

Activity buses will be provided according to the following schedule:

**Beginning the second week of school**, there will be a 4:00 p.m. activity bus scheduled every Tuesday and Thursday. This activity bus

will stop at the high school and middle school back entrances. Students must have a pass from a teacher to ride the bus.

**Beginning the first day of school**, an activity bus is scheduled every day at 5:45 p.m. and will pick up students at the high school back parking lot.

Students permitted to ride the activity buses are those who are actively participating in a planned after-school function.

**Students who remain after school to attend athletic events or students who are not actively participating in a planned after-school function are to make their own transportation arrangements for going home. They are not permitted to ride the activity bus.**

## **STUDENT DRIVING/PARKING**

### **STUDENT DRIVING/PARKING PROCEDURES**

**All students are encouraged to take advantage of bus transportation.**

The school district offers students the privilege of driving to school if they have a legitimate reason. Derry Area High School requires that students pay \$5 per year to purchase a permit to park on school grounds. Students are asked to use the school buses whenever possible; however, a limited number of parking spaces are available.

### **Driving/Parking Regulations**

1. Parking applications will be available at the beginning of the school year in the main office. Announcements and meetings will be made concerning driving applications and parking tags.
2. Parking will be limited to seniors and select juniors only. Only seniors will have permission to park in the back main parking lot. Juniors must park in designated area on Recreation Road. **Sophomores, and freshmen are not permitted to drive to school.**
3. Permits must be displayed from rear view mirror, facing outwards, so they can be easily read. There will be a \$5 fine for failing to properly display your permit.
4. Students must park in **“white-lined”** student areas only. Students are not to park in handicap spaces, reserved areas,

fire lanes, faculty spaces, grass/dirt areas, and turning ends of parking rows.

5. Along with the parking permit comes the responsibility of being on time to school. Students are subject to a suspension of their permit due to excessive tardies to school and between classes.
6. Students must leave their cars upon arrival to school. Students are not permitted to go to their vehicles or go to the parking lot unless they have received written permission from the principals.
7. Speed limits and safe driving will be adhered to at all times. Citations by local law enforcement may be issued on school property. Disruptive/Dangerous/reckless behavior will not be tolerated and will be cause of suspension of parking privileges at principal's discretion.
8. There will be a replacement fee of \$5 for lost or damaged permits.
9. A student who illegally leaves school grounds during the day or transports someone who does not have permission to leave school will have their parking permit suspended for 30 days on the first offense. Subsequent violations will result in permanent suspension of parking privileges.
10. Permits are not transferable to other drivers or cars not listed on the parking agreement.
11. Any student who drives/parks on the Derry Area School District campus without approval will be subject to disciplinary actions and may be denied parking privileges in the future.
12. It is illegal to pass a school bus that is loading or unloading. The speed limit is 10 mph in the back lot and 15 mph on Recreation Road.
13. Students park on school property at their own risk. The school is not liable or responsible for damage to any automobiles parked on school property. All vehicles parked on school property are subject to search when deemed necessary by the administration.
14. Students are expected to report all traffic accidents and/or damage to vehicles to the office.
15. For students not granted a parking permit, Temporary Parking Permits are available for special needs which may arise from an occasional doctor's appointment, a planned

school activity or family emergency. Temporary Parking Permits must be picked up with a written permission slip from a parent/guardian in the high school office two days prior to the day needed and returned at the end of the allotted time period.

16. After 8:00 a.m., students must enter and exit the parking lot using the Chestnut Street entrance. The 982 entrance will be closed from 8:00 a.m. to 2:56 p.m. No vehicles will be permitted to leave the parking lot until first trip buses have departed. Students are not permitted to move vehicles in the parking lot until the bus departure bell has rung (2:56 p.m.) Emergency departures and approved early releases will be handled at the Chestnut Street exit. After the first trip buses have departed, the 982 gate will open.

17. **Pennsylvania Junior Driver's License Restrictions**

The following restrictions must be followed by drivers using a junior license:

- c. No driving between the hours of 11:00 p.m. and 5:00 a.m. is allowed unless a parent, guardian, or spouse over 17 years of age accompanies you in the vehicle. You may drive alone from 11:00 p.m. to 5:00 a.m. if you're involved with a public service, volunteer fire company, or employed during those hours. As proof, you must carry a notarized affidavit from your employer, supervisor, or fire chief confirming your schedule.
- d. If an accident occurs for which you are partially or fully responsible, or if you commit certain moving violations, your license may be suspended until you are 18 years old or for a period of time not exceeding 90 days.
- e. Drivers under 18 will be suspended if they accumulate six or more points or are convicted of driving 26 mph or more over the posted speed limit. The first suspension will be for a period of 90 days. Any subsequent occurrences will result in 120 days of suspension.
- f. Teens with a junior license without a parent in the vehicle cannot have more than one friend or similar person under age 18 (who is not a member of the household) as a passenger. If you are not in an



accident for six months, you will be allowed to carry up to three passengers with the same criteria.

Juniors may apply for a parking pass only after they receive their driver's license.

### **Discipline for Parking Violations**

First Offenses – two (2) week suspension. Second Offense – nine (9) week suspension. Third Offense – permanent suspension. Persistent violation of school rules may also result in the termination of parking privileges.

### **DRIVER'S EDUCATION**

A Pennsylvania Department of Education Approved Driver's Education curriculum is available to all students in grades 10-12. This program is offered as an after school and summer program. A laboratory fee is required for the mandatory "on road" experience. More information may be obtained from the High School Counseling Office.

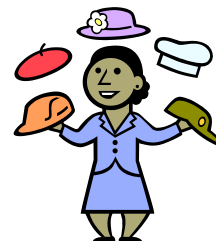


### **STUDENT SUPPORT SERVICES**

#### **COUNSELING SERVICES**

Counseling services are available to all students to assist them to:

- Adjust in school.
- Improve their grades.



- Discuss concerns.
- Work through problems.
- Provide referral information.
- Reach decisions.
- Acquire career and job information.
- Check progress toward reaching graduation requirements.

Students also receive information from school counselors through classroom visits, small group counseling sessions, individual conferences, P.A. announcements and bulletins.

Important information alerting parents and students to special evening presentations, tests and other programs will be sent home or will be available at our website.

At the high school, admission officers from college, trade, technical, and business schools, and the military will visit the counseling office. Students may schedule appointments to meet with them.

Any student with an educational, vocational, or personal problem is encouraged to schedule an appointment to discuss the matter with his/her counselor. Derry Area also has the services of a school psychologist who is available to students on a referral basis. Students and parents are encouraged to take advantage of the counseling services provided. Please call your son/daughter's school to make an appointment.

### **HEARING, SPEECH, AND VISION SERVICES**



Instruction designed to help children overcome difficulties caused by hearing, speech, and vision impairments is provided by teachers with special training in these disorders. Questions concerning these services should be made to the Director of Special Services at 724-694-1408.

## **SCHOOL BASED MENTAL HEALTH**

Derry Area School District, in cooperation with Excelsa Health (Mental Health Clinic), provides a school-based therapist at the elementary and secondary levels. These therapists serve the needs of students who are experiencing emotional, behavioral or personal difficulties. The counseling is provided to both students and parents and is available on site at both elementary and secondary schools. For more information contact the school counselor in the building your child attends.

### **Derry Area School District Board Approved (last revision September 3, 2015) Policy No. 819 Suicide Awareness, Prevention and Response**

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention, establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

### **SUICIDE AWARENESS AND PREVENTION EDUCATION** Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

#### Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

#### Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

### **METHODS OF PREVENTION**

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

#### Suicide Prevention Coordinators

*District Wide –*

A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

*Building Level –*

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
  - Depressions.
  - Substance abuse or dependence.
  - Previous suicide attempts.
  - Self injury.
  
- Personal Characteristics:
  - Hopelessness/Low self-esteem.
  - Loneliness/Social alienation/isolation/lack of belonging.
  - Poor problem-solving or coping skills.
  - Impulsivity/Risk-taking/recklessness.
  
- Adverse/Stressful Life Circumstances:
  - Interpersonal difficulties or losses.
  - Disciplinary or legal problems.
  - Bullying (victim or perpetrator).
  - School or work issues.
  - Physical, sexual or psychological abuse.
  - Exposure to peer suicide.

- Family Characteristics:
  - Family history of suicide or suicidal behavior.
  - Family mental health problems.
  - Divorce/Death of parent/guardian.
  - Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

#### Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

#### Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

### **METHODS OF INTERVENTION**

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Services shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

#### Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

### **METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT**

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

#### Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.



### **REPORT PROCEDURES**

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

### **SUICIDE AWARENESS AND PREVENTION RESOURCES**

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

References:

School Code – 24 P.S. Sec. 1526

State Board of Education Regulations – 22 PA Code Sec. 12.12

Board Policy – 103.1, 113, 113.2, 113.3, 114, 117, 146, 204, 207, 216, 236, 248, 249, 333, 805, 806

<b><u>Referenced Websites</u></b>	
<b>Web Address</b>	<b>Resource Name</b>
<a href="http://www.rayofhopewestmoreland.org">www.rayofhopewestmoreland.org</a>	Ray of Hope Website (Local Resource)
<a href="http://www.payspi.org">www.payspi.org</a>	Pennsylvania Youth Suicide Prevention Initiative (PA Resource)
<a href="http://www.afsp.org">www.afsp.org</a>	American Foundation for Suicide Prevention (National Resource)
<a href="http://www.sprc.org">www.sprc.org</a>	Suicide Prevention Resource Center (National Resource)
<a href="http://www.suicidology.org">www.suicidology.org</a>	American Association of Suicidology
<a href="http://theguide.fmhi.edu/">http://theguide.fmhi.edu/</a>	Youth Suicide Prevention School-Based Guide
<a href="http://store.samhsa.gov/product/SMA12-4669">http://store.samhsa.gov/product/SMA12-4669</a>	SAMHSA: Toolkit for High Schools
<a href="http://www.sptsusa.org/educators/suicide-curriculum.html">http://www.sptsusa.org/educators/suicide-curriculum.html</a>	Society for the Prevention of Teen Suicide
<a href="http://www.yspp.org/">http://www.yspp.org/</a>	Youth Suicide Prevention Program
<a href="http://sspwi.wi.gov/sspwsuicideprevcurriculum">http://sspwi.wi.gov/sspwsuicideprevcurriculum</a>	Wisconsin Classroom Curriculum on Youth Suicide Prevention
<a href="http://www.sprc.org/bpr/section-i-evidence-based-programs">http://www.sprc.org/bpr/section-i-evidence-based-programs</a>	Suicide Prevention Resource
<a href="http://www.cdc.gov/violenceprevention/pub/youth_suicide.html">http://www.cdc.gov/violenceprevention/pub/youth_suicide.html</a>	Center for Disease Control
<a href="http://www.save.org">http://www.save.org</a>	LEADS: Suicide Awareness Voices of Education
<a href="http://www.afsp.org/preventing-suicide">http://www.afsp.org/preventing-suicide</a>	American Foundation for Suicide Prevention
<a href="http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-professionals/more-than-sad">http://www.afsp.org/preventing-suicide/our-education-and-prevention-programs/programs-for-professionals/more-than-sad</a>	More than Sad Program
<a href="http://www.helpguide.org/articles/suicide-prevention/suicideprevention-helping-someone-who-is-suicidal.htm">http://www.helpguide.org/articles/suicide-prevention/suicideprevention-helping-someone-who-is-suicidal.htm</a>	The Help Guide
<a href="http://www.nasponline.org/resources/crisis_safety/suicideprevention.aspx">http://www.nasponline.org/resources/crisis_safety/suicideprevention.aspx</a>	The National Association of School Psychologists
<a href="http://www.maine.gov/suicide/youth/index.htm">http://www.maine.gov/suicide/youth/index.htm</a>	The State of Maine's Youth Suicide Education Website

## **RESPONSE TO INSTRUCTION AND INTERVENTION/MULTI-TIERED SYSTEMS OF SUPPORT**

The Student Support Team is available for all students in Kindergarten through the twelfth grade. The team consists of the principal or associate principal, school counselor, classroom teacher(s), teachers, school nurse, school psychologist, and parents.

Parents, teachers, or administrators may refer students to the team. The purposes are to review academic, social, behavioral, or emotional concerns, and plan interventions and supports for the student in the regular classroom. Targeting specific goals and progress monitoring on those goals is also an important activity within this process.

## **ELEMENTARY AND SECONDARY STUDENT ASSISTANCE PROGRAMS (SAP)**

Chemical use, abuse, and dependency seriously deter students from achieving their full potential. When left unchecked, such activities may lead to lifelong and life-threatening problems. The Derry Area School District continues in the fight against substance abuse by offering a comprehensive prevention program K to 12, and participating in the state mandated Student Assistance Program (SAP). SAP is a means to identify students at risk or who are experiencing barriers which are interfering in their school adjustments.

Dealing with drug and alcohol situations is more effective when it is not limited to discipline, but also includes opportunities for prevention, counseling, referral evaluation and/or treatment. The Student Assistance Program Team, composed of interested teachers, counselors and administrators, is a specially trained group which receives referrals from school personnel, parents, and students themselves. For further information, contact the main office in the building where your child attends school.

An assistance program, GAP, is in place at the elementary level to address student barriers to learning. GAP (Grandview Assistance Program) is an intervention program for students experiencing problems in school. It is a voluntary program for students and families with parental involvement vital to the process.

## **SCHOOL-BASED WESTMORELAND COUNTY JUVENILE COURT PROBATION OFFICER**

The Westmoreland County Juvenile Court has assigned a probation officer to Derry Area School District (office at the High School) to work with those students who are under court probation. Questions regarding these services may be answered by calling 724-694-1481.

## **OFFICE OF VOCATIONAL REHABILITATION**

The Pennsylvania Office of Vocational Rehabilitation (OVR) serves persons with impairments that present a substantial impediment to employment. Service is provided to individuals who can benefit from and who need services to prepare for, enter, engage in, or retain employment.

Vocational Rehabilitation is a direct service program provided through twenty one district offices located throughout the Commonwealth. The Federal and State governments work in partnership to fund the Vocational Rehabilitation Program. Since 1919, Pennsylvania has provided rehabilitation services to thousands of persons with impairments as a legal right and a public service.

These impairments include but are not limited to:

- Alcoholism
- Amputation
- Diabetes
- Drug Addiction
- Epilepsy
- Head Trauma
- Heart Disease
- Mental Illness
- Muscular Disease
- Visual Impairments
- Developmental Disabilities
- Hearing Impairment
- Learning Disabilities
- Mental Retardation
- Neurological Disease
- Respiratory Disease
- Skeletal & Joint Disease
- Speech Impairment
- Spinal Cord Injury

### Who is eligible for service?

Important factors determining eligibility are:

1. A physical or mental impairment causes an impediment to employment and there exists an ability to benefit from services.
2. The need for services to prepare for, enter, engage in, or retain gainful employment.

Eligibility for services will be determined by a Vocational Rehabilitation Counselor after gaining a thorough understanding of an individual's abilities, limitations, interests, and aptitudes. Services are provided on a nondiscriminatory basis. For further information contact the High School Guidance Office at 724-694-1470 or the Office of Vocational Rehabilitation at 800-762-4223.

## **GENERAL/MISCELLANEOUS INFORMATION**

### **ACCIDENTS**

Students should report any accidents which may occur, not only in school, but on their way to and from school, to the principal as soon as possible.

### **ACCIDENT INSURANCE (Student)**

Student accident insurance is available to all Derry Area School District students on a voluntary basis at a reasonable cost. Regular school-time coverage and 24 hour coverage are available. Regular school-time coverage covers students from the time they leave home until they return home each school day; 24 hour coverage covers students 24 hours per day, 12 months per year. If parents do not elect to purchase this insurance, and do not have a family accident insurance, they are responsible for any medical expenses incurred as a result of an accident while their child is in school including classes in gym, industrial arts, etc. **The district DOES NOT carry accident insurance on students except those described below:** The district encourages the purchase of a minimum – the regular school-time coverage.

Students participating in Varsity or Junior Varsity interscholastic football and all other high school and middle school interscholastic

sports including band, majorettes, and cheerleaders are covered under insurance carried by the School District at no cost to the student while participating in the aforementioned activities. Parents should be aware that **there are limitations to our insurance plan** just like most other insurance plans.

### **ASBESTOS**

All Derry Area Schools have been inspected by the Environmental Protection Agency for asbestos contamination and were declared safe. Constant monitoring of the district buildings will be performed by the school district personnel. If at any time the conditions change, immediate steps will be taken to correct the situation to comply with EPA rules and regulations. If you have any questions concerning asbestos please call Rick Naeger, Supervisor of Buildings and Grounds at 724-694-1415.

### **CHANGE OF IMPORTANT INFORMATION**

**A PARENT OR GUARDIAN SHOULD IMMEDIATELY NOTIFY THE SCHOOL IN WRITING OF ANY CHANGE IN ADDRESS, TELEPHONE NUMBER, EMERGENCY CONTACTS, OR BUS STOP.**

### **CLUBS AND ORGANIZATIONS**

The extracurricular program includes clubs and activities pursuing interests in most subject areas, interscholastic sports, intramural sports, curricular service clubs and service organizations.

The various projects in which organizations participate vary widely. All organizations' requests for fund-raising activities must be approved by the principal's office.

### **COMPASS (Commonwealth of PA Access to Social Services)**

Families that have children attending the Derry Area School District can apply for free and reduced price meals on-line using **COMPASS** at [www.compass.state.pa.us](http://www.compass.state.pa.us)

Please note: If you apply for free or reduced price meals through **COMPASS** you do not need to submit a paper application. Families currently receiving food stamps do not need to apply for free and

reduced lunches. Direct certification is used to obtain the names of these students.

Derry Area School District in compliance with the Hunger Free Kids Act 2010 has implemented a Local School Wellness Plan. This plan meets the requirements and is available on the district website at: <http://derryasd.schoolwires.com> → Information → Cafeteria Info. → Local School Wellness Plan.

### **CONFIDENTIALITY OF STUDENT RECORDS**

A permanent record file of your child's grades, biographical data, health records and standardized test scores is maintained by the School District. These records are considered confidential information and will not be released to any agency outside the school, with the exception of another public school district, without your written permission.

If you as a parent or guardian, wish to examine your child's record at any time, you may do so by contacting the counseling or principal's office. Convenient arrangements will be made for you to meet with the counselor to explain the contents of the individual file.

**The parent or eligible student has the right to refuse to permit the release of directory-type information which is personally identifiable; i.e., student name and address, honor roll, athletic rosters, homeroom rolls, etc. If the parent or eligible student wishes to exercise this right, the school principal shall be informed in writing within thirty (30) days after receiving the Derry Area School District Parent Handbook.**

The Derry Area School District shall be responsible for insuring that confidentiality policies and procedures are precisely enforced and administered.

Upon the request of the parent, information no longer relevant to and necessary for the provision of educational services to the student must be destroyed by the School District and Intermediate Unit; however, a separate written record of student's name, address, phone number, grades, attendance records, classes attended, grade level

completed, and year completed must be maintained for at least 100 years beyond the date the student attains age 21.

### **DELIVERY OF ARTICLES TO CHILDREN**

If you find it necessary to bring articles of clothing, lunches, instruments, etc., to school during the day, **please bring them to the office**. You will be asked to register the item on the delivery log. Following this procedure will prevent many classroom interruptions, for delivery can usually be made at a time when the child is free.

### **FIRST GRADE**

Those children who have reached the age of six on or before the first day of the school year will be admitted to first grade. A child who has not attended the Derry Area School District kindergarten program may register at the Grandview Elementary School office prior to the opening of school.

### **FLAG SALUTE**

Every student and citizen has the responsibility to show respect for his/her country and its flag. However, students do not have to join in the pledge of allegiance or salute the flag if they choose not to on the basis of personal beliefs or religious convictions. Students who do not want to participate in the ceremony must respect the rights of those who do. Students can either stand or sit, but they must remain silent.



### **GIFTS**

The Board of Education considers the acceptance of gifts by professional staff members an undesirable practice. It is the policy of the Board that students and their parents/guardians shall be discouraged from presenting gifts to staff members. Letters to staff members expressing gratitude or appreciation are always welcome.

### **INTEGRATED PEST MANAGEMENT**

The Derry Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications in the schools. To receive



notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing and forward it to the Superintendent of Schools at 982 N. Chestnut Street Ext., Derry, PA 15627.

### **INTERNET USAGE**

Every student and parent must read and sign a DASD Acceptable Usage Policy before he/she is permitted to access the Internet using school computers or other electronic devices. Failure to follow all specified rules and regulations will result in the immediate suspension of the student's right to use the Internet. In the event the student purposefully accesses inappropriate material, the student will be subject to additional disciplinary measures.

### **KINDERGARTEN**

All children who have reached the age of five on or before the first day of the school year will be admitted to kindergarten. Preliminary registration and screening of children is made during the spring months preceding their entrance to school.

### **LEGAL NAME OF STUDENT**

Each student has one and only one legal name. This name will be the **ONLY ONE** used by the Derry Area School District in **ALL** communications and dealings with the student, including official records, report cards, and class lists. In accordance with the Pennsylvania School Law, Volume 1, Chapter 95, Section 95.06, "the name of a child may be legally changed in only two ways: **THROUGH COURT ADOPTIONS PROCEEDINGS** or **NAME CHANGE BY ORDER OF THE COURT**.

Upon receipt of **AN OFFICIAL DOCUMENT FROM THE COURT** indicating adoption or name change, the school district will **IMMEDIATELY** change all records to comply with such change. Any questions should be directed to the Director of Special Services at 724-694-1408.

### **LOST AND FOUND ARTICLES**

Articles found at school are to be taken to the classroom teacher. Articles of clothing, books, school bags, and lunch boxes that are properly marked with the child's name will be returned immediately.

## PHOTOGRAPHS/WEBSITE

Colored photographs of students are taken annually by a commercial photographer. **There is no obligation to purchase these photographs.** Derry Area School District maintains a district website to inform parents of pertinent district information. Throughout the year, pictures are taken to post on our website or for submission to local news media. Parents or guardians of a student may deny this picture-taking procedure to school authorities by submitting a letter **each** year prior to the beginning of school to the respective principal specifically denying website and newspaper pictures.

## PROM - WHO MAY ATTEND

1. At the Junior-Senior Prom, one member of each couple must be a junior or senior at Derry Area. Each junior or senior may invite another junior, senior, or sophomore from Derry or other area schools.
2. Graduates (age 21 and younger) may attend if invited by a student who is currently a junior or senior at Derry and approved by the principal.
3. Students with persistent discipline/or attendance problems may be prohibited from attending the prom, school dances and field trips.



## PUPILS FROM OTHER DISTRICTS

A pupil who transfers from another district should register as soon as possible. Birth certificate, immunization records, transfer cards from his/her former district, report card, and discipline history as well as proof of residence (see above) must be presented at the time of the child's registration. **The student will not be permitted to enter school until all records are provided.**

## RECESS CONDUCT (Elementary)

Rules for recess and proper playground safety are to be obeyed. Children are encouraged to play and enjoy themselves but keep in mind the safety and welfare of others.

## **REGISTRATION OF NEW STUDENTS**

Registration of new students, grades K-5, should be completed at the elementary office located at the Grandview Elementary School, grades 6-7-8 at the Middle School Counseling Office, and grades 9-10-11-12 at the High School Counseling office. **The child's birth certificate and immunization record must be presented at the time of registration. In addition, proof of residency must be provided. Examples of residency are: tax duplicates, lease agreements, copy of rent payments, utility bills, etc. These proofs must show the address of their residency.**

## **RESPONSIBILITY FOR SCHOOL ISSUED MATERIALS**

Students are expected to take proper care of their textbooks and all other instructional materials. In the event that textbooks and/or instructional materials issued to students are damaged beyond ordinary wear the student or his/her parents are required to pay for the damage. The same requirement applies in the event that textbooks, library books and other instructional materials are lost or stolen. Students who are issued any equipment or supplies, including athletic equipment are responsible for its return in acceptable condition.

## **SCHOOL HOURS**

Upon their arrival at school (which includes arrival to the general area surrounding the Middle-High School building complex), secondary students are to report to their respective buildings. **Secondary students may enter the building at 7:40 a.m. or upon the arrival of their school bus. All students arriving prior to 7:40 a.m. must be dropped off in the rear parking lot and will report to the Middle-High School Cafeteria based on building assignment. The tardy bell rings at 7:53 a.m. and the dismissal bell rings at 2:53 p.m.**

School hours for elementary students are 8:55 a.m. to 3:35 p.m. Elementary students transported by private carrier **SHOULD NOT** arrive prior to 8:45 a.m. Between 8:45 – 8:55 a.m., students may enter the school at their assigned grade-level doors. Students arriving before or after this time frame must report to the school office. There is no supervision available for students who arrive prior to 8:30 a.m.

## SCHOOL VISITATION

Any parent, citizen, or public group wishing to visit any of the schools in Derry Area **must** contact the building principal to schedule a mutually agreeable time. If you wish to have a formal conference with a teacher please contact the school office for a convenient time and date for a conference to be scheduled. All visitors must report to the main office and check in using the Ident-A-Kid System. Visitors will be asked to scan their driver's license and obtain a photo ID badge.

Students are not permitted to bring guests to school. **At no time should parents/visitors go directly to a classroom, cafeteria, etc., without first reporting to the office.** This procedure is required to insure the safety of your children.

## STUDENT EMPLOYMENT (WORKING PAPERS)

Students who desire to obtain an employment certificate or permit must first contact their school counselor. If it is determined that the student's educational progress will not be hindered by employment, an application will be given to the student. This application must be signed by the parent and brought **in person** by the student to the Counseling Office. If a copy of the student's birth certificate is not currently on file in the school, the student must provide a copy of their birth certificate or other official legal document certifying their date of birth. If all documents are in order, a permit will be issued. Permits may be transferred from one employer to another.

- **Hours of Employment During School Term (Ages 14 and 15)**  
Employment for after school and weekends. Maximum of 3 hours on school days; maximum of 18 hours per school week (Monday through Friday), and **only at a time that does not interfere with school attendance.** A maximum of 8 hours on nonschool days; maximum of 40 hours per nonschool week. Night work – may not work after 7 p.m. or before 7 a.m.
- **Hours of Employment Summer Vacation (Ages 14 and 15)**  
Maximum of 8 hours per day; maximum 40 hours per week. Night work – may work until 9 p.m. but not before 7 a.m. If enrolled in summer school, may not exceed 18 hours during a school week (Monday through Friday).

- **Employment Hours (Ages 16 and 17)**  
Employment for after school hours and weekends. Maximum of 8 hours on school days; maximum 28 hours Monday through Friday, **and only at a time that does not interfere with school attendance.** Plus an additional 8 hours on Saturday and an additional 8 hours on Sunday; maximum of 44 hours per week. Night work – may not work after midnight Sunday through Thursday or before 6 a.m. any day. Exception, preceding non-school day 1 a.m.
- **Hours of Employment Summer Vacation (Ages 16 and 17)**  
Maximum 10 hours per day; maximum 44 hours (or 48 hours, if agreed to by the minor) per week.  
Night work – may work until 1 a.m.  
If enrolled in summer school, may not exceed 28 hours during a school week (Monday through Friday).
- **GENERAL EMPLOYMENT CERTIFICATE**  
Full time employment, requiring the student to terminate his/her formal education. Minimum approved age – 17.

## **STUDENT RECRUITMENT**

In accordance with law, the Board of Education permits disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States. The district shall annually notify parents of their rights to request that student information not be released to representatives of postsecondary institutions and military recruiters.

## **STUDENT SURVEYS**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or his/her family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.

- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged and comparable relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

However, such surveys, analysis or evaluation may be conducted on a voluntary basis, provided that the student and his/her parents have been notified of their rights and of their right to inspect all related materials and to opt the student out of participation. If you have any questions regarding district policy on this matter, please contact your building principal.

#### **TELEPHONING THE SCHOOL**

If you find it necessary to telephone a message to your child, someone will be available for relaying your message. When possible, all instructions should be given to a child before he/she leaves school. Student use of the office telephones will be restricted to emergencies only. Forgotten items such as lunch, musical instruments, homework, money, etc. do not constitute an emergency. Pupils are not called from classes to the telephone except in case of illness or **emergency**. Telephone messages will be delivered to students when the message is sufficiently important.

#### **TELEPHONING TO SPEAK WITH A TEACHER**

When calling to speak with a teacher, please understand that a teacher will not be excused from class to speak with a parent. Please leave your telephone number and the teacher will return your call. Every opportunity should be made between you and the teacher to speak when the teacher is at school. It is here that the information on your child is available and a more meaningful conversation can take place. Home telephone contacts with teachers are not as beneficial. Contact with the school should be made between 8:10 and 8:40 a.m. for elementary and 7:15 to 7:45 a.m. for secondary.

Parents who have a 668 exchange telephone number may call the Middle School at 724-539-3222, High School at 724-539-3202, Grandview Elementary at 724-539-3425, and Administration Building at 724-537-8447.

**Emails are encouraged. Links to teachers' email addresses are available at our website: <http://derryasd.schoolwires.com> under the ELEMENTARY STAFF and HS/MS STAFF tabs.**

### **UNPAID BILLS INCLUDING CAFETERIA**

Students K-12 are responsible for paying for all lost and damaged materials and equipment prior to the close of school. Also, any materials purchased for various classes must be paid in full. Failure to comply will result in formal action being taken.

**Students with unpaid school financial responsibilities may be referred to the Magisterial Judge for collection.**

### **VALUABLES**

It is recommended that valuables and large amounts of money not be brought to school. Valuables or money should not be left in the student's desk or locker. If it is necessary for a student to have such articles with him/her, he/she should deposit them within the office for safekeeping. **In the event of a loss, the School District assumes no responsibility for the loss. Students have sole responsibility for their valuables.** Usually when a theft is reported to the office, it is too late to do much about recovering the stolen property. It is strongly recommended that payment of large bills for candy, yearbook, class ring, etc., be paid by check.