

# Redbank Valley Jr.-Sr. H.S.

910 Broad Street • New Bethlehem, PA 16242  
Main Office (814) 275-2424 • Attendance/Guidance (814) 275-2421  
Library (814) 275-2800 • District Office (814) 275-2426 • FAX (814) 275-2428  
[www.redbankvalley.net](http://www.redbankvalley.net)

## *2017-2018* *Parent / Student Handbook*

# BULLDOGS



### **CIVIL RIGHTS POLICY (Title VI, Title IX, and Section 504)**

The Redbank Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, nor handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Redbank Valley School District Superintendent's Office at (814) 275-2426.

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This handbook is provided to acquaint parents and students with important information about our school and an understanding of the rules, regulations, and policy guidelines which govern the day-to-day operation of the school. It is the obligation of both students and parents to familiarize themselves with the contents of this handbook. Knowing the contents of this handbook and respecting school rules will go far toward enabling every student to become an outstanding citizen of both our school and our community.

We encourage you to take advantage of every educational opportunity and activity offered by Redbank Valley High School. We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

**RVHS Alma  
Mater**

We rise to cheer Redbank High  
Where our hearts are found.

Loving ties will always be, for  
Friendships here are bound.

Alma Mater, Alma Mater  
Faith is here with you.

We will ever sing thy praise,  
To thee we'll ere be true.

**SCHOOL COLORS: Red and White**

#### **MISSION STATEMENT**

The mission of the Redbank Valley School District community is to instill the knowledge, attitudes, and skills needed for each student to achieve at his or her highest potential while providing a safe, disciplined and inviting environment.

# SCHOOL PERSONNEL

## BOARD OF EDUCATION

Dr. Chad Shaffer (President)  
Dee Bell  
Heath Copenhaver

Mr. Brian Dougherty (Vice-Pres.)  
Glenn Watson  
Tina Kennemuth

Ann Kopnitsky  
Dr. Donald Nair  
William Reddinger

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## DISTRICT ADMINISTRATION & SUPPORT STAFF

Telephone (814) 275 – 2426 • Fax (814) 275 – 2428

Superintendent ..... Michael Drzewiecki  
Business Manager ..... IU 6 Staff  
Superintendent's / Business Office Secretary/Board Secretary ..... Sherri McGinnis  
Special Education Supervisor ..... IU 6 Staff  
Elementary Principal ..... Cheryl McCauley  
Cafeteria Director ..... David Reitz  
Maintenance Supervisor ..... John Sayers  
Technology Specialist ..... Nick Horner  
School Psychologist ..... Jason Noto  
Special education Secretary ..... Courtney Harman  
Special education/Business manager Secretary ..... Leslie Minich  
Title 1 Secretary ..... Kathy Sturgeon

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## JUNIOR-SENIOR HIGH SCHOOL ADMINISTRATION & SUPPORT STAFF

Telephone: Main Office 814-275-2424 • Attendance/Guidance 814-275-2421 • Fax: 814-275-2428

Principal ..... Amy Rupp  
Dean of Students/Alt. Ed Coordinator ..... Tom Logan  
Athletic Director ..... Roddy Hartle  
Principal's Secretary ..... Marti Snyder  
Secretary / Bookkeeper ..... Sue Trimble  
Guidance Secretary/Attendance Secretary ..... Dana Rudesyle

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## FACULTY & STAFF

Julie Aaron – English  
Jessica Abraham-English  
Dianna Bain – Special Ed.  
Michael Bauer-Science  
Tracie Bonfardine – Business  
Lyndsay Blystone, Guidance  
Debra Boozer – Guidance  
Jill Boyles – Library  
Pat Bundy – Ind. Tech.  
Greg Campbell, Jr. - Science  
Brady Carrier – Social Studies  
Ruben Carrillo - Math  
Patrick Craig – Social Studies  
Sandor Cserr, Tech. Assist.  
Megan Decker, Mathematics

Jane DiGiammarino - English  
Debra Dinger – Gifted education  
Michael Fricko- English  
Blane Gold-Social Studies  
Kate Gruver – Ag. Science  
Dr. Joe Harmon-Social Studies  
Megan Harmon – Health/P.E.  
Roddy Hartle – Art/Athletic Director  
Pam Hawk – Reading  
Craig Hibell- Health Teacher  
Deven Laird, Science  
Pamela Liberato – Foreign Lang.  
Leslie Lightner- Science  
Tom Logan-Alt. Ed.  
Joe Lynch-Athletic Trainer  
Carrie McIntire – Choir/Music

Holly McNaughton – Special Ed.  
Barb Orange- Family Consumer Sc.  
Eric Painter – Science  
Andrew Rex – P.E. Teacher  
Kelly Ripple, Special Ed  
Amy Switzer-Guidance  
Eli Terwilliger – Band/Music  
Denise Troupe – Math  
Brittany Weaver-Math  
William Weaver-Foreign Lang.  
Kody Wolff-Science  
Kathy Wright – Math  
Kristin Young-Special Ed.  
Mary Jane Zewe, Math

## 2017 - 2018 BELL SCHEDULE

08:00 Teachers sign-in deadline / Breakfast service begins  
 08:00-8:15 Homeroom for all Career Center Students  
 08:10 Breakfast service ends / Warning Bell  
 08:05 - 8:15 Homeroom / Attendance  
 08:19 - 09:06 Period 1 Morning Announcements (Last 8 minutes)  
 09:10 - 09:52 Period 2  
 9:56 - 10:38 Period 3

**"A" Lunch**

10:41 - 11:11 - Lunch  
 11:14 - 11:54 - Period 4  
 11:57 - 12:37 - Period 5

**"B" Lunch**

10:41 - 11:21 - Period 4  
 11:24 - 11:54 - Lunch  
 11:57 - 12:37 - Period 5

**"C" Lunch**

10:41 - 11:21 - Period 4  
 11:24 - 12:04 - Period 5  
 12:07 - 12:37 - Lunch

12:40 - 01:20 Period 6  
 1:23 - 2:03 Period 7  
 2:06 - 02:46 Period 8  
 2:49 - **03:10** Activity Period / Student Dismissal

**\*NOTE:** The school day operates on a two-day cycle ("A" and "B" days). The letter day is announced each morning and posted on the Main Office and library doors.

## TWO HOUR DELAY SCHEDULE

**Career Center students report to designated classrooms periods 1-4**

10:00 am Teachers report  
 10:10 - 10:15 Homeroom for all Career Center students - then report to designated classrooms  
 10:10 - 10:15 Homeroom/Attendance  
 10:20 - 10:45 Period 1  
 10:49 - 11:13 Period 2  
 11:17 - 11:41 Period 3

**"A" Lunch**

11:45 - 12:15 - Lunch  
 12:19 - 12:53 - Period 4  
 12:57 - 01:31 - Period 5

**"B" Lunch**

11:45 - 12:20 - Period 4  
 12:24 - 12:53 - Lunch  
 12:57 - 01:31 - Period 5

**"C" Lunch**

11:45 - 12:20 - Period 4  
 12:24-12:58 - Period 5  
 01:01 - 01:31 - Lunch

01:35 - 02:00 Period 6  
 02:04 - 02:29 Period 7 / PM Announcements (Last 2 Minutes)  
 02:33 - 03:10 pm Period 8 / Student Dismissal

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## SCHOOL CANCELLATIONS

School may be canceled in the event of inclement weather or other emergencies. The local media will be contacted as quickly as possible to provide important information. The following is a list of the media who will be contacted in the event such emergencies arise:

KDKA TV / WJAC TV / WPXI TV / WTAE TV /  
KDKA Radio AM 1020/  
Clarion Radio FM 92.7/ AM 1300  
Brookville Radio FM 95.9  
DuBois Radio FM 107.3

### ONE CALL NOW

Keeping parents informed is a top priority at Redbank Valley. That is why we have adopted the ONE CALL NOW Notification Service which will allow us to send a telephone message to parents providing important information about school events or emergencies. In the event of an emergency at school, you will be informed immediately by phone.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that the school has your most current phone numbers. If this information changes during the year, let us know immediately by sending an e-mail to [msnyder@redbankvalley.net](mailto:msnyder@redbankvalley.net).

### What you need to know about receiving calls through ONE CALL NOW:

Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver.

ONE CALL NOW will leave a message on any answering machine or voicemail. If any problems occur, or part of a message is missed, press any number between 1-9 to restart the message.

## STUDENT RIGHTS & RESPONSIBILITIES

The Board has authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district.

According the Pennsylvania School Code (22 PA Code 12.2):

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform with the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule

is waived, altered or repealed in writing, it is in effect.

2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

### **PARENT RIGHTS FOR INSTRUCTIONAL MATERIALS AND STUDENT SURVEYS**

In accordance with Redbank Valley School District Policy 235, parents have the right to inspect all instructional materials. In addition, parents have the right to inspect, upon request, any survey created by a third party prior to administration or distribution to a student. Such requests are to be in writing and submitted to the building principal prior to distribution.

### **ATTENDANCE POLICY**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be

required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

Urgent reasons shall be strictly construed and do not permit irregular attendance. The Board considers the following conditions to constitute reasonable cause for absence from school:

#### Title 22 Sec. 11.26

1. Illness.
2. Quarantine
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational trips.
7. Educational tours and trips.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. This includes tardies and early dismissals.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and

properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec. 11.21 All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday. The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

SC 1329 Title 22 Sec. 11.41 The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

Title 22 Sec. 11.23, 11.25 The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and/or family emergencies.

The Board shall excuse the following students from the requirements of attendance at the schools of this district: SC 1330 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

Title 22 Sec. 11.5, 11.32 Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-

time in the district schools shall be counted as being in part-time attendance in this district. SC 1327 3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. SC 1330 4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits. SC 1330

Title 22 Sec. 11.28 Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. The Board may excuse the following students from the requirements of attendance at district schools: Title 22 Sec. 11.22 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. Title 22 Sec. 11.34 2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. SC 1327 3. Students enrolled in special schools conducted by the Intermediate Unit or the Department of Education.

Title 22 Sec. 11.26

**Educational Tours And Trips** A student may legally make a trip of an educational nature with his parents or guardians. However, the school does not encourage such trips and such absences are limited to (5) school days per year The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met. Parents/Guardians who request to have a child or children excused from school for an educational trip will be bound by the following requirements:



1. Parents/Guardians must accept full responsibility for requesting the absence of a student(s) from school
2. The request must be submitted on a Student Educational Trip Form, supplied by the district, and presented to the Superintendent's Office ten (10) days prior to the trip.
3. Request must be limited to five (5) school days per school year.
4. Request must list educational activities to be covered during the trip.
5. Parents/Guardians are responsible to see that school work is made up within one (1) week following the student's or students' return to school. It is the student's responsibility to gather missed work.
6. Failure to follow these procedures will result in all absences due to trips being marked unexcused.

There is a correlation between regular school attendance and achievement. Therefore, students are strongly urged to avoid being absent from school.

The following regulations govern student absences:

Please note the following as it pertains to attendance:

Unlawful or Illegal = absences by students 16 years of age and younger that are not accompanied by an approved excuse

Unexcused = absences by students 17 years of age and older that are not accompanied by an approved excuse

1. **All illegal absences will result in the following discipline:**
  - a. First offense- written reprimand and parental notification.

- b. Second offense- One hour detention.
- c. Third offense- Two hour detention.
- d. Subsequent illegal absences will result in In-School Suspension.

When three illegal absences have accumulated, the parents or guardians will be notified that additional illegal absences will result in legal action being taken in accordance with the Pennsylvania School Code. Such legal action may result in fines up to \$300.00 per illegal day **and may also include a suspension of driver's license or a delay of receiving a driver's license.**

2. Students aged 16 or less who miss school illegally four times or more will be reported to the District Magistrate.
3. Students aged 17 and over missing school without a legal excuse will be placed in the school's disciplinary procedures, which could lead to expulsion from school **and/or loss of prom and/or participation of graduation commencement ceremonies.**
4. Student attendance will be taken at the beginning of homeroom period.
5. Students reporting to school after 8:15 A.M. will be considered tardy to school and must report directly to the Attendance Office, and obtain an admittance pass. The student should bring his/her tardy excuse signed by his/her parent/guardian with them.
6. Any student who is absent the school day before should bring his/her excuse signed by his/her parent or guardian/doctor on the day he/she returns to school.
7. Being late to school due to car trouble when busing is available is unexcused.
8. Excuses not acceptable under the Pennsylvania Compulsory School Laws, although signed by their parent/guardian and brought to school within three days following the absence or tardy, will be considered unexcused and/or illegal.
9. The administrative office will make the final determination on whether an absence or tardy will be considered legal.
10. Any student failing to submit an excuse within three days upon return to school will be counted as unexcused / illegal,

regardless of the reason for the absence. Excuses submitted after the 3-day limit will not be accepted, and the dates will remain unexcused/illegal.

11. In compliance with the Compulsory Attendance Laws, the Principal has the right to require students to present a doctor's or school nurse's excuse for each absence. The parent/guardian will be notified when such excuses are required. These will be sent to the parent/guardian for the following reasons:
  - a. Student has missed five or more days during any marking period of the school year;
  - b. Student has accumulated 10 absences
12. Students participating in extra-curricular activities, including athletics, band, choir, school plays, color guard, etc. must be in attendance by the end of the first period in order to participate in that day's activity. Only the building principal may waive this rule in extenuating circumstances, such as a funeral, or Doctor/Dentist appointment.
13. After an accumulation of five (5) unexcused tardies or three (3) unexcused absences, students participating in extra-curricular activities will lose the privilege to participate in that activity or any other activity for up to the remainder of the year.
14. Students who accumulate 5 or more tardies in a school year will lose his/her parking pass for the remainder of the year.
15. Tardiness to school or absence following late night activities may result in the student being denied the privilege of participating in the next scheduled practice, competition or performance.
16. A student who has 30 or more unexcused absences from any scheduled class will receive no credit for that class. This total includes both unexcused and illegal absences.

### TARDINESS TO CLASS

The following guidelines will govern students who are tardy to class:

1. No late passes between classes will be issued by the Main or Guidance Office;

2. If a student is late to class without written excuse, the teacher will record the lateness and report the infraction to the office, according to the disciplinary code;
3. Any student detained in the office or by a teacher should ask for an excuse from the person detaining the student before going to class. Such tardiness should be marked excused and should not count against the student; and
4. Repeated tardiness will result in penalties as described in the disciplinary code and may include legal action (fines) being taken.

### MAKING-UP WORK

Students are responsible for any and all work missed while absent from school. The following guidelines govern make-up work for absences:

1. Credit for make-up work will be limited to those days the pupil was legally absent.
2. **Class work missed by a student on the day, or class period, of an unexcused or illegal absence cannot be made up. Zeros will be given for all graded work missed.**
3. If it is known that a student is going to be absent for a minimum of two school days, the Guidance Office will collect assignments from the student's teachers. The parent or student should call 275-2424 on the second day of absence between the hours of 6:30 AM and 8:00 AM in order to request homework.
4. For an absence of less than two days, assignments should be obtained from a classmate.
5. When a student returns from an absence, he/she has two (2) days to make arrangements with the teachers regarding make-up.
6. All make-up should be completed within one (1) day for each absence after arrangements have been made unless the absence was extended or there exists other mitigating circumstances rendering this impractical. Exceptions must have the approval of the principal.
7. If an examination was scheduled and announced prior to the absence, and the

teacher is sure that the student was instructed in all facets of the material covered by the test, it is reasonable to have the student take the exam on the day of his/her return to school. It is the responsibility of the student to schedule makeup exams.

### **REQUEST FOR EARLY DISMISSAL**

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/ guardian for early dismissal should be presented to the attendance officer in the morning. If the excuse is accepted, the student's name will appear on the absentee sheet. The student's parent/guardian must sign the student out in the high school office when leaving the building for an early dismissal and sign him/her in upon his/her return. This includes any student being dismissed by the nurse or an administrator.

Parents are encouraged to schedule doctor and dentist appointments after school hours. Students returning to school after appointments are required to submit to the attendance officer the doctor's professional / appointment card, signed by the doctor or his/her staff.

Early dismissal requests for hair appointments, work, shopping, concerts, professional sports, etc., will be considered unexcused. Students leaving for these reasons will receive a failing grade for all schoolwork missed.

### **GUIDANCE COUNSELOR SERVICES**

Each student has a counselor to see for counseling and assistance. Guidance counselors provide the following services:

1. Assistance in planning the high school program;
2. Assistance in post-secondary planning;
3. Assistance in vocational planning;
4. Counseling for students who need help with personal, social, and educational problems;
5. Individual testing;
6. Group testing;
7. Parental conferences regarding student progress; and
8. Referrals to outside agencies.

Students may make an appointment to see the counselor during their study hall or they may "drop in" to see the counselor. When counselors are not in their offices, students may leave a note for the counselor or make an appointment with the guidance secretary.

Conferences are designed to help students make wise decisions regarding high school, vocational, and college plans. Through the Guidance Department students can receive information about scholarships as well as vocational/trade school and college entrance requirements.

The Guidance Department furnishes students with a variety of career materials. Students are encouraged to use the facilities of the Career Center located in the guidance suite. From the time they enter high school all students are encouraged to think seriously about vocations and are urged to use the wealth of material provided for them.

Students are encouraged to visit the Guidance Department for assistance regarding college selections, national testing programs, academic problems, registration for the coming year and vocational and career information.

Counselors may require students to come for an appointment when it appears that achievement or behavior is such that there may be problems of adjustment or placement.

### **PARENT CONFERENCES**

Parents/guardians are encouraged to contact the school about any questions regarding their child's schoolwork. Conferences with teachers or counselors may be set-up by calling the Guidance Office (275-2421). Appointments with the Principal may be set-up by calling the Main Office (275-2424).

### **HOMEBOUND INSTRUCTION**

Whenever a student contracts a disability or an extended illness of more than ten days, a parent may request homebound instruction through the guidance counselor. (A minimum of five (5) hours per week.)

In order for the school district to obtain approval from the state for homebound instruction, certain information must be submitted relative to

each individual case. In cases where children have physical disabilities the following information is necessary from a medical doctor:

1. A specific diagnosis of the physical disability.
2. A statement to the effect that while the child is not physically able to attend he/she is able to receive one hour per day of homebound instruction.
3. The approximate length of time (in months) the child should be confined to his/her home.

Requests for homebound instruction on the basis of emotional, nervous, or mental disorders will be accepted only when a licensed psychiatrist or psychologist issues the statement supporting the request. The guidance counselor and/or principal will review each request for homebound instruction. Those meeting the above criteria will be forwarded to the superintendent for approval.

### **DROP/ADD GUIDELINES**

The scheduling of classes for the upcoming year generally begins at the beginning of the second semester. Students have an opportunity to meet with their Counselor on an individual basis and plan an appropriate schedule of classes based upon State and District guidelines, and individual needs. We urge all students to discuss course selections with their current teachers.

Students having conflicts will be able to request changes during designated summer days. These will be considered by administration and guidance. All changes must have their request phoned in by or signed by a parent.

The administration reserves the right to make schedule changes deemed to be in the best interest of the student(s), to meet graduation requirements, or as an attempt to balance class sizes. Due to the number of electives offered at the High School, some classes will be offered one time during the school day. Not all schedule requests are guaranteed.

**Classes will not be changed to accommodate requests to be in specific periods or rooms, with friends, to be instructed by a specific teacher, or to change lunch periods.**

The following are valid reasons for schedule changes:

1. Approved and choosing to go to the Career Center.
2. Choosing to return from the Career Center to the home school.
3. Choosing an academic course in lieu of an applied course (if available)
4. Student has more than seven classes per day scheduled and needs a study hall.
5. The Guidance Office has chosen a class that the student did not pick. *This would apply only if the student returned a schedule request signed by the parent by the established deadline.*

Requests to drop/add a course must be completed during the designated summer course change window.

### **CAREER CENTER STUDENTS**

Students wishing to attend the Career Center must pass all required subjects during the previous school year. Career Center students failing a required course must successfully complete the course prior to the beginning of the next school year through independent credit recovery which must be approved through the Guidance Office or Principal.

### **WITHDRAWAL / TRANSFER FROM SCHOOL**

Students planning to withdraw from school or to transfer to another school should time the withdrawal at or near the conclusion of a grading period. The Guidance Office should be notified at least one (1) day in advance of the withdrawal. At this time the proper procedures will be explained to the student and he/she will be provided with the necessary forms from the Attendance Secretary. All students planning to withdraw or transfer must be accompanied by a parent/guardian before being permitted to do so.

The return of a properly completed withdrawal form to the office, return of all texts and materials, and payment of all fines and obligations will officially withdraw the student and permit us to forward transcripts and records to the new school.

## **STUDENT RECORD ACCESS**

Students and their parent/legal guardian may have access to all of the student's records. To view records, an appointment must be made with the principal or guidance counselor. A signed statement to view records will be required. School district personnel may view student records only if they have a legitimate educational reason to do so.

Redbank Valley High School must provide, upon request by military recruiters, student names, addresses and telephone numbers unless a secondary student or the parent of a student opts out and requests in writing that this information not be released.

## **ACADEMIC PROGRESS REPORT**

The purpose of this report is to inform the parents/guardians of the student's present status in his/her subjects. Any student earning a D or F in any class will receive an academic progress report between quarterly report cards. The student's progress will be reported in the following categories: ability, attitude and performance. Parents should not assume that no report implies a passing grade or that the report card will reflect a passing grade. A parent may request to speak with a teacher by contacting the Guidance Office.

## **COURSE GRADING POLICIES**

The following grades are used at Redbank Valley High School:

- "A" - Outstanding, shows excellence in meeting all course requirements;
- "B" - Clearly surpasses stated standards and shows above average success;
- "C" - Meets stated requirements with average success;
- "D" - Achieves minimum standards;
- "F" - Fails to achieve minimum standards; and
- "I" - Incomplete Grade

The letter grade is determined by calculating the grade percentage using the following scale:

A = 90-100%    B = 80-89%    C = 70-79%  
D = 60-69%    F = 0-59%

An "I" grade may only be given when a student has failed to complete work due to legitimate

reasons. An "I" must be made up within two weeks from the end of the marking period. Failure to submit missed work within two weeks will result in the missing work being graded as 0% by the teacher before calculating the letter grade for the marking period.

For each course, the final grade is calculated as follows: 25% for each of the four marking periods.

## **ADVANCED CREDIT/HONOR COURSES**

The following courses are weighted in value. Unlike a traditional course (worth a QPA of 4.0) these courses are worth more towards the final grade point average.

### **The following courses hold a weight of 5.0:**

Academic Biology 2  
Academic Calculus  
Academic Chemistry 2  
Academic German 3 & 4  
Academic Physics 2  
Academic Anatomy/Physiology  
Academic Spanish 3 & 4  
Academic Trigonometry/Pre-Calculus  
Academic Problem Solving/Prob/Stats  
Honors English 11 & 12

### **The following courses hold a weight of 5.1:**

AP English  
AP Statistics  
AP Government and Policy

## **REPORT CARDS**

After each of four nine-week marking periods, a report card is prepared for each student. Approximately one week after the end of the first three nine-week marking periods, the report cards will be sent home with the student. The final report card will be mailed to the students.

In addition to letter grades, this report includes attendance and occasionally teacher

comments. Parents should pay particular attention to any major fluctuations in grades.

**\*GRADUATION REQUIREMENTS**

A total of 25 credits are required for graduation from Redbank Valley. These credits must be earned in grades 9, 10, 11 & 12 and in the following curriculum areas:

English	4 credits
Social Studies	4 credits
Science	3 credits
Math	4 credits
Physical Education	2 credits (½ per year)
Microsoft Office	½ credit (Grade 9)
Health	½ credit (Grade 11)
Arts/Humanities	1 credit selected from Fine Arts (Art or Music), Business, Consumer & Family Science, World Language, English Electives, or Tech. Ed.
Electives:	6 credits

**CAREER CENTER REQUIREMENTS**

Due to the time restrictions associated with attendance at Career Center, the following sequence of courses will be enforced strictly for Career Center students. Course failures must be made up in the summer months prior to return to school so that the student can remain on-track for graduation. FAILURE TO EARN REQUIRED CREDITS IN THE SPECIFIED SEQUENCE WILL RESULT IN TERMINATION OF CAREER CENTER ATTENDANCE. In addition, career center students who receive 5 or more Level 2 disciplinary referrals will result in termination of career center attendance.

Career Center Sequence of Courses:

<u>Grade 9:</u>	
English	1
Math	1
Science	1
Social Studies	1
MS Office	½
Phys Ed	½

Elective	1
<b>TOTAL</b>	<b>6</b>
<u>Grade 10:</u>	
English	1
Math	1
Science	1
Phys Ed	½
Ecology	½
Driver Theory	¼
CCCC	3
<b>TOTAL</b>	<b>7 ¼</b>
<u>Grade 11:</u>	
English	1
Math	1
Social Studies	1
Phys Ed	½
Health 11	½
CCCC	3
<b>TOTAL</b>	<b>7</b>
<u>Grade 12:</u>	
English	1
Science	1
Social Studies	1
Phys Ed	½
CCCC	3
<b>TOTAL</b>	<b>7</b>

\* = Students must demonstrate proficiency in order to graduate. Keystone Exams given throughout high school or the project-based assessment can be used to demonstrate proficiency.

**STANDARDIZED TESTING**

Students at Redbank Valley High School participate in mandated state standardized testing. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teachers, counselor, principal, and other professional staff in diagnosing individual strengths and weaknesses in order to provide more effective instruction. The following tests may be administered to your child as part the testing program:

Grades 7 and 8: PSSA Math and English-Language Arts

Grade 8 : PSSA Science

Grade 9: Keystone Literature Exam and Keystone Algebra 1 Exam (taken in the spring of the year that the course is taken- it could be in an earlier grade)

Grade 10 – Keystone Biology Exam (taken in the spring of the year that the course is taken- it could be in an earlier grade)

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this District. The results of these tests are sent home during the school year. Students who do not score proficient or higher on their Keystone Exams will be assigned remediation courses. If a student does not pass the Keystone Exams for the second time, he/she will complete the Project Based Assessment (PBA) as an alternative to scoring proficient on the Keystone Exams. Further information about any of these tests can be obtained by contacting the high school principal. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the principal.

## **PARENTAL/PUBLIC RIGHTS**

Parents and the public have the right to review PSSA and Keystone assessment instruments and data reports. High School students take the PSSA and Keystone exams in the spring. Parents have the right to opt their child out of PSSA testing by submitting a written request to the school and by viewing the test at least 2 weeks in advance of each testing window.

Parents of students in the Redbank Valley School District have the right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their children. Federal law allows parents to ask for the following information about each of their child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches

- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major; whether the teacher has any advance degree and, if so, the subject of the degrees
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications

Parents will be provided notification if their child is taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents who would like to receive any of this information may contact the district office or Mr. Michael Drzewiecki, Superintendent, at (814) 275-2426.

## **FAILURES - RETENTIONS**

As a general guideline, students in Grades 7 and 8 will be retained for failing two or more major subjects. Students in grades 7 and 8 may take one of the failed courses over the summer at the parents' expense. Major subjects are those subjects that meet every day for the entire school year. Students in Grades 9 through 12 failing two or more required subjects will be retained in the current grade level homeroom if the courses are not successfully completed by the start of the following school year. Students who failed courses may possibly take these courses during summer school, or through private tutoring which has been cleared through the Guidance Office before the tutoring takes place. The cost of summer school or tutoring is the responsibility of the student and guardian. Contact the Guidance Office for details.

In accordance with Redbank Valley School District Policy Number 215, "The building Principal shall be assigned the final responsibility for determining the promotion or retention of each student." In the case of mitigating circumstances, this decision will only

take place after consultation with a student's guidance counselor, and classroom teachers.

### **COMMENCEMENT CEREMONY**

Participation in the commencement (graduation) ceremony is available to all qualified graduating seniors in good standing. (Good standing refers to students who do not have any outstanding obligations, have 80% attendance or higher, and have less than 5 discipline referrals of Level 2 or higher during their senior year.) Seniors participating in commencement are required to attend all rehearsals unless previously excused by the Principal. Requests to be excused from rehearsals must be presented in writing to the Principal prior to the absence. Requests should be only for extraordinary reasons and not for routine business or employment. Seniors absent from scheduled rehearsals without prior approval will not be permitted to participate in the commencement ceremony. Attendance at commencement is a privilege that may be revoked for appropriate cause. If a student has earned a diploma but does not participate in commencement for whatever reason, he or she will be issued the diploma any day after the commencement ceremony.

### **VALEDICTORIAN/SALUTATORIAN**

The member of the senior class having the highest GPA (Grade Point Average) will be declared Valedictorian; the second highest GPA will be declared Salutatorian. Each will present a speech at commencement. The Valedictorian and Salutatorian will be declared using final grades compiled from Grades 9-12. The GPA will be computed and rounded to the 4<sup>th</sup> decimal place in order to determine one (1) Valedictorian and one (1) Salutatorian for each graduating class. Should the GPA be identical to the 4<sup>th</sup> decimal place, co-valedictorians or co-salutatorians will be named. (All grades through the end of the senior year will be used to determine Valedictorian and Salutatorian.)

### **NATIONAL HONOR SOCIETY**

Recognition and membership into the National Honor Society may be granted to students in grades 10, 11 and 12. Criteria for the National Honor Society is a 3.5 or higher GPA at the end of the third nine weeks. Any senior with a GPA of 4.0 or higher at the end of the fourth nine weeks will be awarded a High Honors medal at graduation ceremony. Any senior with a GPA of 3.5 to 3.99 at the end of the fourth nine weeks will be awarded an Honors medal at the Commencement Ceremony.

### **PARENT/GUARDIAN SIGNATURE FORMS**

Parents/guardians will be required to sign and return four forms at the beginning of the school year. These include an Emergency Information Card, an Insurance Waiver Form, a Computer Ethics Form, and a Signature Form signed by both parent/guardian and student after reading the Student Handbook and agreeing to comply with all aspects of the Handbook. Not turning these forms in will result in disciplinary action. For convenience, some of the forms are available to be filled out online.

### **POSTERS AND SIGNS**

The principal must approve all posters and signs. Generally these are restricted to school functions. Persons posting signs and posters are responsible for their removal and cleanup.

### **FUNDRAISING**

All fundraising must be pre-approved by the Principal and will be limited to (2) activities per semester per club or organization. Fundraising in addition to this established maximum may be allowed at the principal's discretion for special circumstances and must also be approved. Request forms are available in the Main Office. Nothing can be sold on school district grounds or at school-sponsored activities without prior administrative approval. No food items may be sold in or near the cafeteria immediately prior to or during lunch periods.

### **PHYSICAL EDUCATION**

Students are required to participate in physical education classes. Student unable to participate in physical education classes for physical, psychological or other compelling reasons will



be assigned to adapted physical education. To be enrolled in adapted physical education, students must obtain a form from the nurse for their doctor to complete. The doctor must indicate in which activities the student may not participate.

If an illness or injury prohibits a student from participating in physical education classes for an extended period of time, a doctor's excuse must be submitted to the Nurse's Office. This excuse should indicate the nature of the injury or illness and the length of time necessary to be excused from physical education classes. The nurse will give this to the teacher.

A change of clothes is required when participating in physical education classes. Since there is no standard uniform required for physical education, the following dress is required: tennis shoes or sneakers (no black soled shoes, including hiking boots and any non-sneaker type shoe), white socks, white T-shirt and gym shorts (no cut-offs or swim trunks). It is recommended that proper foundation garments for girls and athletic supporters for boys are worn during class.

Valuables should either be locked in a gym locker or given to the physical education teacher prior to the start of class and collected at the end of class. The school is not responsible for missing articles missing from the locker room.

### **CAFETERIA CONDUCT**

Students will use the cafeteria facilities in a mature manner and will meet the following standards of responsible behavior:

1. Report promptly to the lunch hall and remain there until dismissed by the teacher on duty.
2. Follow procedures as instructed by the cafeteria staff and teachers on duty.
3. Obtain permission from a teacher on duty before leaving the cafeteria for any reason, such as using restrooms or the telephone.
4. Talk in a conversational tone - do not make excessive noise (yelling, pounding on tables, talking in a loud voice, etc.)
5. Clean up all litter/food on or around your table.
6. No food or drink is to be consumed outside of the cafeteria.

7. Failure to report to lunch is a class-cut and will be dealt with according to the disciplinary code.

8. School-issued computers and chromebooks may be used only in designated areas of the cafeteria during lunch.

Misconduct may result in loss of cafeteria privileges and/or other disciplinary action.

### **SCHOOL LUNCH / BREAKFAST PROGRAM**

The School District cafeteria program is a not for profit self- operating enterprise that complies with U.S.D.A. standards for nutrition and healthy living.

**FREE & Reduced Meals:** On the first day of school, applications for free or reduced price meals are provided to every student in homeroom. You can also obtain an application in the cafeteria office or by calling the Food Service Director at 275-2424. You can also apply online at: [www.compass.state.pa.us](http://www.compass.state.pa.us) Once your application has been turned in to either the homeroom teacher or the cafeteria office, and has been reviewed, the school will notify the parent/guardians in writing of the results (free, reduced price, or denied). You may use last year's meal eligibility for the first 15 days in the new school year. A new application must be turned in to continue to receive meal benefits.

**Breakfast:** Served daily, except on days when the start of school is delayed, from 7:50 to 8:10 am. Breakfast is free of charge to all of our students. Students having breakfast must leave the cafeteria by 8:10 am in order to make it to first class prior to the tardy bell. Students must report directly to breakfast upon arrival to school and will not be permitted to leave homeroom to go to the cafeteria.

**Lunch:** Regular lunch price is \$2.75; reduced lunch price is \$.40. Payment can be made in the form of cash or check made out to "RV Cafeteria". Each student has their own personal meal account. Students may withdraw money from their cafeteria account or use the money to purchase snack items. Parents, if you do not want your child to be able to withdraw money or purchase snack/extra food items, or would like

a print-out of your child's account activity, contact the cafeteria director at 814-275-2424, or e-mail [dreitz@redbankvalley.net](mailto:dreiz@redbankvalley.net) Lunch menus can be found in the local newspaper or at [www.redbankvalley.net](http://www.redbankvalley.net) Menus are subject to change without notice.

**Meal charging:** If a student forgot or lost their lunch money, they may be able to charge a lunch. Students have a credit limit not to exceed \$7.50 for the sole purpose of charging U.S.D.A. reimbursable meals only. Students who exceed their credit limit will be fined \$.25. There is NO charging of snack items or extra food items. There will be no charging of any kind during the last 10 days of school.

### STUDENT DRIVERS

The school board provides bus transportation for students in accordance with state regulations. It urges students to use these buses for a variety of reasons including convenience, socialization, and the shortage of parking spaces available. However, the School Board recognizes that students may have a need to drive cars to school. Students who drive to school without being registered through the office will be dealt with according to the discipline code. Parking spaces will be given out in the following order:

1. Seniors in activities or with jobs.
2. Juniors in activities or with jobs.
3. Sophomores in activities or with jobs.
4. Students below 10th grade may only drive to school with special approval of the Principal.

Once the allotted spaces are gone, no more passes will be distributed. Students who drive a motor vehicle to school must know and obey the following rules:

1. Register your vehicle each school year. Parking permits may be obtained in the office. All applications must be signed by a parent or guardian.
2. Display a parking permit for the current year in the designated place on your car. Vehicles not displaying a valid permit may be towed off school property at the owner's expense.

3. Do not go to the parking lot during the school day unless accompanied by an employee from the main office or designee.
4. Park in the area assigned to you in an assigned space. There is to be no parking in the grassy area or outside of the painted lines. Violators may be towed away at the owner's expense. The parking area from the cafeteria to the maintenance garage is a no parking zone for students.
5. Driving from the school grounds during school hours without permission is prohibited.
6. Leave your vehicle immediately upon arrival to school.
7. Sitting in a vehicle during the school day is prohibited.
8. Speeding (**in excess of 10 mph**) or careless driving on the school grounds is not permitted.
9. All students leaving the school grounds from the 8<sup>th</sup> grade exit need to turn right between 3:10 PM and 3:25 PM.
10. Permission to drive to and from the Career Center must be secured from the Principal and the Career Center Principal.
11. Driving to school while your driving privileges have been suspended or revoked may result in your vehicle being towed off school property at owner's expense.
12. With reasonable cause, the administrators may search your vehicle.
13. Attendance regulations apply. (Example: First cut, third unexcused tardy to school, unexcused absence according to Pennsylvania Compulsory Education Laws.)
14. If a student does not have a parking permit and wishes to drive to school, a temporary parking permit may be obtained in the Principal's office when the student arrives at school. Students are to park in front of the school until assigned a space by the office that day only.
15. You are responsible and liable for your vehicle and passengers under PA Vehicle Code Laws.

1st Offense - loss of driving privileges from five to twenty school days

2nd Offense - permanently revoked

**NOTE:** The student's driving privileges may be revoked for serious driving violations and/or other appropriate disciplinary actions may be taken, as outlined in the disciplinary code and recommended by the Principal.

### **CAREER CENTER TRANSPORTATION**

The bus transporting the Clarion County Career Center students to the area career center will leave the high school at 8:05 A.M. The buses will load from the gym area doors.

It is the policy of Redbank Valley School District and the Clarion County Career Center that students attending the Clarion County Career Center will be transported by bus to and from the Clarion County Career Center unless those students have received written permission from the Career Center Principal and our Principal to drive. Parents/guardians will be given notification of behavior problems of students riding the Career Center bus. Discipline offenses may result in suspension from the bus.

### **TELEPHONE USAGE**

All Student cell phones must be turned off and put away by 8:03 am. Students will not be called from class for telephone calls except in emergencies. There is a telephone for student use in the main office. They should not make telephone calls except in emergencies. Students must get permission from their teacher and the main office prior to using the office phone. Requests to leave class to use the telephone should be for emergency purposes only.

### **BOOK BAGS, BACKPACKS & GYM BAGS**

Students may bring book bags, backpacks and/or gym bags to and from school in order to transport personal and curricular items. The book bags, backpacks and gym bags must be placed in the lockers upon arrival in the morning and kept there until dismissal except for gym class. Students are reminded that school officials have the right to inspect these items upon request at any time.

### **LOCKERS**

Lockers are the property of the Redbank Valley School District and are provided to the student for storing curriculum-related items and clothing.

The school has an obligation to insure that the locker is properly used and that no item placed in the locker jeopardizes the protection of the health, safety, and welfare of the students, faculty, school property, and the educational process. To fulfill this obligation school officials have the right to conduct locker searches. Students are not to expect privacy from school searches of lockers outlined in the following section, Right to Search. Locker searches will be conducted without regard to any individualized suspicion.

Each student is assigned his or her own locker. Students are not permitted to share lockers with other students. It is recommended that lockers be used infrequently during the school day to prevent being late to class.

**It is recommended that students not bring large sums of money or valuables to school. Students are responsible and encouraged to use locks to safeguard their possessions in their lockers. Combination locks are available for the student's use for \$5.00 in the office.**

**The District urges students to keep their lockers locked. To help maintain a "safe school" environment, only school-issued locks may be used on school lockers, including hallway and gym lockers. All other locks will be cut off at the owner's expense.**

**The school is not responsible for materials left in the locker or for items or money removed by other individuals.**

Should any of the following items be found in a locker, they will be confiscated and appropriate disciplinary proceedings instituted against the student in accordance with the Discipline Policy:

1. Knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive devices;
2. Tobacco products, "look-alikes", vaping supplies and paraphernalia;
3. Drugs (controlled substances) or "look-alikes" in any form;
4. Alcohol (in any form);
5. Obscene material;
6. Stolen property;
7. Drug use paraphernalia;

8. Noxious materials; and
9. Electronic Devices.

## **RIGHT TO SEARCH**

At no time does the Redbank Valley School District relinquish control of hallways, lockers, physical education lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time there exists an immediate danger to the health, safety and welfare of others. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to themselves or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection units, or any other device deemed useful in protecting the health, safety, and welfare of the school population.

## **SCHOOL BUS REGULATIONS**

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are not to ride any bus other than the one they are assigned. Students are to get on and off the bus at their assigned stop. Students wishing to ride a bus other than the one assigned must present a note to the driver upon boarding the bus, written by the parent/guardian and signed by a school administrator. This request can only be granted if there is seating available on the bus. A child getting off the bus at any stop other than his/her own without a permission slip signed by his/her administrator is in violation of school policy.

Students should be at the bus stop five (5) minutes prior to the scheduled arrival of the bus. When a school bus does not arrive at the bus stop on time, because of mechanical failure or weather conditions, students are expected to wait a reasonable length of time, depending on weather conditions (reasonable time would be at least 1/2 hour). After that time, the child

should return home and contact the school to determine the reason for the delay.

The following rules are designed for the discipline and safety of those riding a school bus. It is the pupil's responsibility to obey the rules established and approved by the School Board.

### **A. Bus Stop Regulations**

1. Arrive at the bus stop on time - 5 minutes prior to the time the bus is to arrive.
2. Wait for your bus in a safe place - well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (this means no foolishness or horseplay).
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus-check to make sure all traffic has stopped.

### **B. Bus Riding Regulations**

1. Observe the same conduct as in the classroom.
2. Be courteous; use no loud or profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean; pick up any mess you make.
5. Do not throw any objects in the bus or outside the bus.
6. Squirt guns and water bottles of any kind are not permitted on the bus.
7. Remain seated at all times while on the bus.
8. Keep head, hands and feet inside the bus. Windows are to be opened only with driver's permission.
9. Do not be destructive-defacement or destruction of property will be dealt with according to the school disciplinary code.
10. Smoking or the use of tobacco or vaping products on the bus will be dealt with according to the disciplinary code. Lighting of matches or lighters is not permitted on or around the school bus.

11. The driver has similar authority to the classroom teacher and the students are to obey, cooperate and show respect.
12. Be courteous to fellow students.
13. Bus drivers are authorized to assign seats.
14. Radios or any form of sound systems are not permitted on the bus. The bus driver has been instructed to confiscate these items and turn them over to the principal. They will be kept in the school office until parents/guardians pick them up.
15. Enter the building immediately upon arrival at the school.

#### C. Bus Unloading Procedures

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their assigned area at school or to their home.
2. Students who must cross the road should cross 10 feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch driver for signal to cross.
3. Students should stay away as far as possible from the side of the bus if sidewalks are not available.

#### D. Extra-Curricular Activity Trips

1. The above regulations apply to any trip under school sponsorship.
2. Students must respect and obey the chaperones assigned to the trip.

#### E. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

#### F. Bus Discipline Procedures

Students engaging in serious discipline problems on the bus, such as fighting or any other activity that endangers the health or safety of other passengers, may have riding privileges

suspended by the Principal. The parent/guardian of suspended students is then responsible for transporting his/her children to and from the school safely. The bus driver will report the incident to the Principal on the "Bus Conduct Report".

1st Offense: Written warning by the driver

2nd Offense: 3-day bus suspension of riding privileges and a minimum of one hour detention.

3rd Offense: 10-day bus suspension of riding privileges and one day of In School Suspension

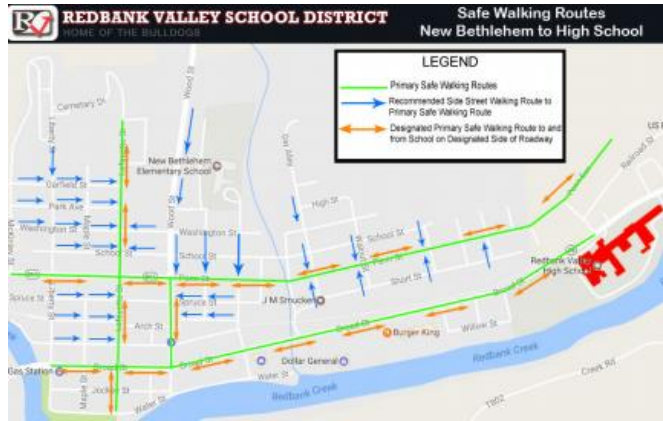
4th Offense: Minimum of 30-day suspension of riding privileges up to loss of riding privileges for remainder of school year.

Note: Students disobeying these rules may also face other appropriate disciplinary action.

### **SAFE WALKING ROUTES**

Redbank Valley School District has created Safe Walking Routes for students to utilize when walking to and from Redbank Valley High School. You will find these routes at <http://redbankvalley.net/parent-resources/safe-walking-routes.html>. Each route can be downloaded and printed. In addition to the maps, there is a handy PDF guide full of tips for parents and caregivers who are interested in letting their children walk to school. The routes are also pictured below.

## From New Bethlehem:



## From South Bethlehem:



Should students choose not to follow the safe walking routes, all main roads need to be crossed at a crosswalk according to Penn Dot recommendations.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment (including computers/software and other computer equipment) and furniture supplied by the school.

Damage or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system. Students should only be using the software provided by the school. Students shall not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, paint or other instrument. Students shall not tamper with fire alarms, fire extinguishers, or any electrical systems.

Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

**NOTE:** Students, who deface property, break windows or do other damage to school property or equipment will be required to pay for the damage incurred and disciplined according to the disciplinary code.

## TEXTBOOKS

Students must assume full responsibility for the care of the textbooks assigned to them. Books are issued by the subject teacher and must be returned to the same teacher upon completion of the course or withdrawal from school. If the book is not returned the student will be assessed a prorated cost for its replacement. The student will be required to pay full price for books less than one year old, for older books the book will depreciate 10% per year. Responsibility for textbooks rests with the student to whom the textbook is issued. The loss of books due to theft or other circumstances will not be accepted as an excuse for non-payment.

If student pays for a lost book and it is found and returned, a refund will be made to the student. If books are damaged, the student is required to pay damage charges up to the original price of the book, depending on the degree of damage and the condition of the book when it was issued. Students will be assessed \$15.00 for each book assigned to them that requires it be rebound in order to be used the next year. If a textbook is lost, the student will pay the current cost of replacing the same textbook.

## RESTROOM PRIVILEGES

Students are to use the restroom nearest their classroom. No one is to be excused from class except in case of emergency. Only one person is to be excused from a room at a time. Students must carry a hall pass or a room pass any time they are in the halls during class periods.

A. Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, unpurposeful meeting, or

hiding from school personnel will be subject to disciplinary action as defined in the disciplinary code.

- B. Students are to go to the restrooms between periods. If an emergency necessitates using the restroom during a class, the following procedures should be observed:
  - 1. Ask the teacher's permission.
  - 2. Follow procedure established by the teacher.
- C. Students should not assume that a teacher must honor every request. In cases where a student takes advantage, a request may be denied.
- D. Restrooms are there for your convenience. Report immediately any restroom damage or malfunction to any staff member.

## **VISITORS**

All visitors must obtain a visitor's pass from the Main Office. Passes are only issued to those who are visiting specifically to contribute to the academic program or extracurricular program. All visitors must enter through the main entrance. For reasons of safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be criminally trespassing and may be prosecuted.

At least one day before bringing a visitor to the school, you must inquire at the office to see that the visitation will be permitted. If permitted, the visitor will be given a special pass from the office. Visitors of school age should reside 30 miles from the school district or further.

Visitors will not be allowed to disturb teachers during classes.

## **EMERGENCY INFORMATION**

Emergency contact information is maintained for all students. Please inform the Guidance Office immediately of a change of guardianship, address, phone number or other information required on the emergency card.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. Items left for more than thirty (30) days will be discarded.

## **BULLETINS AND ANNOUNCEMENTS**

Student announcements for the day are made over the television during Period 1 and on the typed announcement sheet distributed by the office.

If a student wishes to have an announcement made regarding a school activity, he/she must have the announcement initiated by the advisor. All announcements must be printed on the announcement form and returned the form to the Main Office by 3:00 p.m. on the day before the announcement is to be made.

## **FIRE DRILLS**

An effective fire drill is governed by these few fundamental rules:

1. When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from each class stay as a group.
2. Gaps in the fire drill lines are to be kept closed. Students are not to wait for friends.
3. During a drill, an exit may be closed to simulate a condition which could happen during an actual fire,
4. The exit procedure will be posted near the door of each room.
5. An "All Clear" announcement must be made before students may return quietly to classes.

## **DRESS AND GROOMING**

1. Hair length is optional. At no time may hair interfere with a student's vision. Hairnets may be required in areas where the length of hair may become a safety hazard (i.e. operation of moving machines as in industrial arts and/or vocational agriculture classes). Curlers are not permitted.
2. The length of skirts, dresses, skorts, and culottes is appropriate if no shorter than the fingertips when standing straight with arms

straight down. Pajama pants, cut-offs, spandex, tight-fitting or yoga pants, exercise shorts, and shorts with high slits up the side are not acceptable attire. Shorts are acceptable when longer in length than the fingertips of the extended arm. There should be no visible flesh above the fingertip line. Leggings must be accompanied by fingertip length shirts.

3. Halter tops, tube tops, mesh shirts, spaghetti straps, gaping blouses, muscle shirts, racerback shirts, and tank tops are not permitted. Sleeveless shirts must not be cut-off and must be at least 2 inches in width at the shoulder. Exposure of the body's midsection or exposure of undergarments is not permitted. (*Undergarments include boxers, thongs, underwear and braziers*)
4. No chains, spikes, metal studs or neck collars not manufactured as jewelry will be worn.
5. Cleanliness of body and hair is required of all students.
6. Apparel must be clean. Garments may not have gaping holes.
7. Clothing that exposes the buttocks or breasts, are not permitted. (This includes when the student is seated.) Pants that have holes above the knees and expose flesh are also not permitted. Low cut shirts exposing excessive cleavage are not permitted.
8. Baggy pants may only be worn if they are the appropriate waist size, and with the belt line at the waist.
9. Apparel with sexually suggestive, vulgar, offensive or obscene messages or apparel that advertises or advocates drugs, tobacco, alcohol, or lethal weapons is not permitted.
10. No hats, head coverings, sweatbands, bandanas or non-prescription sunglasses are to be worn during the school hours.
11. Appropriate footwear must be worn. Shoes that may damage property or create a safety hazard are not permitted. (Oversized boots, etc.).
12. Heavy coats, including trench coats, may not be worn during the school day.
13. Blankets may not be carried as a jacket or method of warming the body.

14. Visible body piercing, with the exception of the ears and nose (stud only in nose), is prohibited.
15. Band-aids covering piercings are not permitted.
16. Spacers in ears must be clear or flesh colored and visible bull ring/studs in the septum, lips, tongue or face are not permitted.
17. Any other extremes in dress or body piercing that create a disturbance in the educational process of the school are prohibited. The principal will make the final decision in this regard.
18. During spirit days and or celebration days, the dress code applies.

A student may be sent to the office for any dress code violation. Final judgment is at the discretion of the principal.

#### **NURSE'S OFFICE**

A student becoming ill during the school day should report to the nurse after first reporting to his assigned area. All students reporting to the nurse must have passes. When the nurse deems it necessary she will inform the parent/guardian of the problem. If a student leaves without permission he/she will be considered truant. When the nurse is not available, students who are ill should report to the office. Students returning to class must have a pass signed by the nurse or by the office. No student is to be found loitering in the nurse's office or leaving the building without written permission. The nurse is not permitted to administer any medication other than that prescribed by a physician or approved in writing by a parent/guardian; however, students taking medication in school must register with the nurse.

All medications, short term, as well as daily medications, must be left in the nurse's office.

#### **STUDY HALLS**

Study halls are for study; therefore, all students must have study or appropriate reading material. Disruptive behavior will not be tolerated. Group work is only allowed per



teacher's discretion. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. Students who are late because they are obtaining a pass will be marked late, and the study hall teacher may choose not to honor the pass.

A pass from another teacher will excuse the student from the study hall for the entire period. The pass must be filled out completely. The student must deliver the pass to his/her study hall teacher at the beginning of the study hall period.

## **LIBRARY**

Your library is the resource center for research and for reading. It should not be considered as a place to "escape" study hall or to meet friends for fun and conversation.

You may obtain passes to come to the library from your teachers who assign research or reading assignments to you. A research or reading assignment is defined as an assignment or project that requires library resources. If the library is open during a study hall, students may report straight to the study hall and sign in there.

## **LIBRARY DISCIPLINE**

Library rules of conduct are discussed with all students. Students violating these rules will be placed in the disciplinary code as described in the Student/ Parent handbook. In addition, students will lose their library privileges in the following manner:

1st Violation = Loss of library privileges for one week.

2nd Violation = Loss of library privileges for two weeks.

3rd Violation = Loss of library privileges for one month.

4th Violation = Loss of privileges for remainder of the school year.

If a student has had his/her library privileges removed and is assigned research to complete from a class, the student must obtain a special pass from his/her teacher indicating the use of the library is necessary for the completion of a classroom assignment and present the special pass to the librarian. If the student violates the

rules during the use of the special pass, then the student loses the special pass privilege and must complete the research outside of school.

The library is a place for quiet work or study. Socializing, excessive noise and frequent, purposeless visits are not permitted. Conduct which is disruptive and/or prevents others from working will result in the student's being sent back to study hall or class. Students who are consistently disruptive in the library will be denied use of the facilities during school hours for specified periods of time, and action will be taken according to the disciplinary code.

Students will be charged the replacement cost for irreparably damaged or lost materials.

## **PLAGIARISM**

The Redbank Valley School District is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to the maintenance of such standards.

### **Definitions**

**Plagiarism** is the presenting of ideas or statements of another writer without crediting the original source. Plagiarism is theft, even when it is unintentional. Plagiarism can occur in several ways. A writer commits plagiarism if s/he quotes a source without using quotation marks, or paraphrases a source without giving credit. Plagiarism also occurs when a writer summarizes a source's ideas or observations without giving credit to the source.

Examples of various types of plagiarism include but are not limited to the following:

1. Stealing, borrowing, buying, copying or taking credit for another person's work (i.e. Homework, reports, take-home exams, tests and research papers, music, art, etc.)
2. Failure to cite a direct quotation.
3. Failure to cite a paraphrased passage.
4. Failure to provide a bibliography that reflects the research.

Substituting a few words of a direct quotation and calling this "paraphrasing" still constitutes

plagiarism because most of the words remain the words of the source.

Any student suspected of plagiarism may be required to produce the sources in question.

**Consequences** – refer to Code of Student Behavior Level II Violations – Page 22.

## **EXTRA-CURRICULAR RULES & REGULATIONS**

All students involved in extra-curricular activities must not only follow the rules and regulations printed in this handbook but also those in the Extra-Curricular Handbook and any additional guidelines and regulations established for their particular activity. Pay to play for the school year (sports, competitive spirit, marching band and school plays/musicals) is \$50 for each student with a maximum of \$100 per family per year.

### **FIELD TRIPS**

All field trips must be pre-approved through the administration. The sponsor must complete and submit the Redbank Valley School District Pre-approval Request.

The student must submit a permission form, rules acknowledgement form and a medical release form signed by their parents, before participating.

Participating students and parents/guardians must understand the Board of Education has the authority to cancel any trip should an emergency arise. Students and parents/guardians should understand the acceptance of financial obligation should the emergency arise.

All parent chaperones must have a current record of child abuse, state police and FBI clearances on file in the office.

## **STUDENT INSURANCE**

The Redbank Valley School District annually selects one insurance company to make available to interested students an accident insurance policy. The selection of this company does not represent the district's endorsement of the company's product, but rather makes available the purchase of group accident insurance at group-discounted rates.

It is required that any student who participates in athletics carry some form of accident insurance. The current student plan does not cover participation in football.

1. Enrollment packets are given to students during the first week of school.
2. Students wanting to purchase this insurance must follow the instructions in the enrollment packet and return the packet to their homeroom teacher.
3. Upon notification from the insurance company, a letter acknowledging acceptance of enrollment will be mailed to the parent of the student applying for the insurance. If notification is not received within a reasonable period of time, parents should call the District Business Office at 275-2426 to inquire into the status of their child's enrollment.

## **DANCE REGULATIONS**

Any student organization planning a dance must clear it through the faculty advisor. Then the representative students, together with the advisor, will submit a request to sponsor a dance to the principal for final approval.

The organization is responsible for working out all details, including chaperones, police, etc. This must be accomplished at least two weeks prior to the anticipated date of the dance.

There must be approved adult chaperones at each school-sponsored dance. The activity advisor must be in attendance and may have parents and/or other teachers assist.

Student guests from other schools may attend only if pre-approved by the principal. Request forms are available in the Main Office. No guest may be 21 years of age or older.

All school regulations will be strictly enforced. Students leaving the dance will not be permitted to re-enter. Dances and Proms are not considered extra-curricular activities.

Any student misconduct will result in school disciplinary action, possibly including exclusion from further extra-curricular activities.

### **JUNIOR/SENIOR PROM**

1. At least one person from a couple must be a junior or senior at Redbank Valley High School in order to attend the prom.
2. Juniors or seniors may purchase single tickets to attend the prom.
3. Sophomores, and home-schooled students may attend the prom only if accompanied by a junior or senior.
4. Students under 15 years of age may not attend the prom.
5. Students in the 9<sup>th</sup> Grade regardless of age, will NOT be permitted to prom.
6. Students who do not adhere to the high school discipline code may be restricted from attending the prom.
7. Prom escorts must be under the age of 21. With the permission of the principal, guests who are 21 or over and who are married or engaged (with proper documentation) to a senior may attend the prom.
8. Students from other school districts may attend the prom if:
  - (A) they meet the requirements listed above
  - (B) they provide the principal with a letter of agreement from their home school principal.
9. Students leaving school prior to 11:30 on the day of prom may not attend the prom.

### **ASSEMBLY PROCEDURES**

The purpose of assemblies is to provide the student with an enjoyable, educational experience. The student's responsibility is to enjoy the presentation and show respect to those people making the presentation.

The procedure for reporting to assemblies will be announced before the assembly.

### **STUDENT CONDUCT AT SCHOOL EVENTS**

School rules must be followed at all school events. If violations occur, the discipline code will be enforced.

A student can be suspended from attending or participating in Redbank Valley School events if his/her conduct is not acceptable.

Courtesy must be shown toward all opponents and officials at all sporting events. Booing opponents and/or officials is unacceptable.

Note: Students whose activities have been suspended due to disciplinary reasons are not permitted to attend or participate in any school function or activities, during or after school, for the period of time stated in the disciplinary code.

### **REGULATIONS FOR SOCIAL FUNCTIONS AND ATHLETICS**

Students are under the jurisdiction and therefore the rules and regulations of the school at all extra-curricular activities, including those at other schools.

Students who leave a school activity early must leave the school grounds. Students will not be permitted to leave the school building and re-enter.

### **AFTER SCHOOL EVENTS**

After school events are provided for the students and at times for the community as a whole. Conformity to the accepted school standards is expected of all in attendance. Any deviation from this will result in the removal of the individual from the event. If the individual involved is a student at Redbank Valley High Schools, he/ she will also be subject to the provisions of the Student Code of Conduct or Discipline Code.

### **TUITION AND AFFIDAVITS**

Pupils may be accepted at Redbank Valley Schools on a tuition basis. Although accepting tuition students is generally to be discouraged, each request will be considered on an individual basis by the Superintendent and the Board of School Directors. In the event of approval, tuition must be paid monthly and in advance. The rate of tuition shall be computed via the procedure mandated by the State Department of Public Education.

A child shall be considered a resident of the school district in which his/her parents/guardians reside. Any student not

having at least one parent/guardian residing in the Redbank Valley School District and who is requesting permission to attend school here shall be admitted only through tuition payments, court placement, or due to exceptional circumstances which must be presented in writing to the Superintendent of Schools. In all cases an affidavit of residence and responsible person shall be furnished and processed as provided by the School Code.

### **LEAVING SCHOOL GROUNDS**

No student may leave the building or school grounds during the school day unless accompanied by a staff member or designee. Any student failing to check out properly will be considered truant from classes and will be subject to disciplinary action. This includes students who go to the parking lot without permission from the office.

### **STUDENT ASSISTANCE PROGRAM**

A Student Assistant Team exists at the school consisting of a multi-disciplinary team composed of school personnel and invited specialists from the community; only those people who have received formal training in understanding adolescent chemical use, abuse, and dependency as well as adolescent depression and suicide may be members. The current membership is comprised of the principal, guidance counselors, school nurse, and faculty members.

Certain students in the district can be classified as being “at risk” relative to expected performance in school when measuring their achievement against their abilities. The district recognizes that these students may need some form of intervention in order to prevent or ameliorate deviate or harmful behaviors.

SAP evaluates referrals made to them by faculty, parents, students, or any other source. Should a need be established, then the team serves as a referral source to assist the student in getting appropriate help as soon as possible. This help could consist of individual counseling or follow-up, participation in one of the various “groups” that meet at the school to address common problems, or referral to an outside agency.

### **DECLARATION OF EMANCIPATION**

“Minor children may be released from legal subjection to their parents by Emancipation. Emancipation results not from any conduct of the child but from some juristic act, or other conduct of the parent from which the extinguishment of parent rights and filial duties may be inferred.”

In compliance with the above opinion, emancipation of eligible students attending Redbank Valley High School shall be determined or denied based upon the following information:

- a. A written statement from the parent(s), notarized or signed in the presence of a school official, asserting that the minor is emancipated. In the absence of the parent(s), an affidavit, declared and signed by the minor before a licensed official of the courts, may be accepted.
- b. Verification of date of birth of the minor. (Birth Certificate, Baptismal Certificate, etc.)
- c. Evidence of financial independence.
- d. Written statement or some proof to show that there has been a “total severance of the filial tie.”
  1. Student’s residence
  2. Parent(s) residence
  3. Marital status and/or responsibility as a parent, if appropriate

A minor who is determined to be emancipated, on the basis of the above procedure, shall be deemed responsible for his/her own affairs and does not have a guardian for school purposes.

### **CODE OF STUDENT BEHAVIOR**

The Board of Education shall require each student of this district to adhere to the rules and regulations promulgated by the board and administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern the student conduct in school, during the time spent in travel to and from school, during school field trips, and while participating in school activities. Such rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior;

- Respect the rights, person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged; and
- Obey constituted authority and respond to those who hold that authority.

It is understood that common sense and reason should prevail when school personnel responds to a student discipline violation.

When a student violates the Code of Student Behavior, the parent(s)/guardian(s) will be notified by mail and attempted to be notified by telephone. All violations will be kept in a file and can result in documentation toward future Board Action. The Superintendent, or his designee (Principal), holds the right to review each violation and make decisions on an individual basis that may differ from the listed consequences.

**Level I Violations** (include but not limited to):

1. Class disruption.
2. Hall disruptions (shouting, running, pushing, loitering, etc.).
3. Missing Career Center bus without parent/doctor excuse.
4. Cafeteria disruption.
5. Throwing objects.
6. Tardiness to class or assigned area (except for Period 1; which is tardy to school).
7. Outside assigned area without a pass or abuse of pass.
8. Locker violation.
9. Consuming food or drink outside of cafeteria (Notes: No open or partially full containers are allowed outside the cafeteria. No food/drink is allowed in any class unless it is pre-approved by the administration).
10. Being in building, including locker areas, after 4:00 without approval or supervision.
11. Being in undesignated areas prior to 8:03 without permission; (designated areas include: lobby, cafeteria, music hallway)
12. Failure to turn in parental/guardian signature forms.
13. Inappropriate displays of affection (at the discretion of administration)
14. Dress code violation. (See Dress and Grooming)

15. Use of electronic devices during school day (See Electronic Devices).

1st Offense: Student assigned one-hour after school detention. (Confiscation and parental notification on electronic device violations)

2nd Offense: Student assigned two-hours of detention

3rd Offense: Student assigned one to three days ISS

**NOTE**: After a student has accumulated a total of three (3) Level I violations, future violations will be dealt with as Level II violations and a parent conference will be held.

**Level II Violations** (include but not limited to):.

1. Cutting class. (Two hours detention per class period cut.)
2. Disrespect toward staff.
3. Lying/Cheating/Plagiarism (Students will receive a zero on that assignment)
4. Unacceptable written or oral language, gestures, or actions.
5. Defacing school property (Note: Defacing school property includes writing on walls, desks, computers, lockers, other school property, etc., that can be removed by routine cleaning.)
6. Parking / driving violations / non-registered student drivers (See Parking and Driving rules).
7. Tampering with the emergency call system to the office.
8. Cutting after-school detention. (Student must make-up missed detention.)
9. Gambling (Includes flipping coins, playing cards, betting, etc.)
10. Tampering/unauthorized use of computers, computer equipment and software.
11. Violation of the chromebook usage policy.

1st Offense: Student assigned a two hour detention. No activities on the day(s) of the detention(s).

2nd Offense: Student assigned one-day ISS.

3rd Offense: Student assigned one to three-day ISS.

**NOTES**:

- A. Students are not permitted to participate nor attend extra-curricular activities effective immediately and until the ISS is completed, including the day(s) of ISS.
- B. After a student has accumulated a total of three Level II violations, future violations will be dealt with as Level III violations.

**Level III Violations** (include but not limited to):

1. Bullying (repeated teasing, tormenting, written, verbal, or third party.) See also bullying policy.
2. Leaving school grounds without administrative approval.
3. Skipping detention (includes doubled make up detention)
4. Truancy (verified skipping of school day).
5. Stealing/Possession of stolen property. (NOTE: Students found guilty of stealing will be required to make complete restitution.)
6. Possession/Use of tobacco products and tobacco look-alikes, vaping products and paraphernalia. (NOTE: PA Act 168 of 1988 School Tobacco Control Act prohibits tobacco use by students in buildings, grounds, buses, school activities, enroute to and from school. See Note B after Level IV )
7. Insubordination/Defiance of Authority.
8. Inappropriate computer usage.
9. Student/Student fighting (attempt to injure another).
10. Destruction of property (vandalism). (NOTE: Destruction of property includes any damage that cannot be removed by routine cleaning; for example, carving or scoring into materials, etc.) At the student's expense, the property will be restored to its original condition/appearance or replaced. This includes school and student property.
11. Verbal assault on a staff member. (NOTE: Verbal assault includes swearing, threats and related infractions.)
12. Harassment/Sexual Harassment - defined as annoying or harming another person by:
  - a. striking, shoving, kicking, or making physical contact of a threatening nature;
  - b. following a person about in a less than friendly manner;
  - c. engaging in conduct that alarms or seriously annoys another; and

- d. sexual harassment (this includes physical, verbal, or written actions).

**1st Offense:** Student assigned one to three-days ISS.

**2nd Offense:** Student assigned three to five-days OSS (out of school suspension) No activities for two weeks.

**3rd Offense:** Student assigned six to ten-days OSS. No activities for four weeks.

**NOTES:**

- A. Students are not permitted to participate nor attend extra-curricular activities effective immediately and for the duration indicated, including all the days of ISS or alternative placement.
- B. A mandatory conference must be held prior to the student returning to his/her regular classes.
- C. All out of school suspensions prohibit presence on school property for the duration of the suspension.
- D. After a student has accumulated a total of three Level III violations, future violations will be dealt with as Level IV violations.
- E. The Police may be involved immediately on any Level III violation.
- F. Mandatory referral to S.A.P. team for review. (See Student Assistance Program)

**Level IV Violations** (include but not limited to):

1. Under the influence or in possession of alcohol, or under the influence or in possession of drugs or related paraphernalia or vaping products (see Note B);
2. Distribution/sale of drugs, alcohol or look-alikes (see Note B);
3. Possession of and/or use of lethal weapons or look-alikes;
4. Physical assault on staff members;
5. Indecent exposure;
6. Extortion;
7. Arson;
8. Tampering with fire-fighting systems and/or alarms;
9. Terroristic threats;
10. Reckless endangerment (Reckless endangerment includes any actions that

could seriously injure another person, whether intentional or not.);

11. Fireworks (Fireworks resulting in bodily harm will be considered reckless endangerment); and
12. Written or verbal bomb threats.
13. Stealing/possession of stolen property in excess of \$50.

#### Each Offense:

- a. Immediate 10 day OSS. (At the discretion of the principal, the student may be placed in an alternative placement setting during the suspension period.)
2. All out of school suspensions prohibit presence on school property for the duration of the suspension.
  - a. Mandatory Parent Conference.
  - b. Mandatory referral to S.A.P. team for review. (See Student Assistance Program – Pg. 21)
  - c. No activities for the remainder of the school year.
  - d. Police Notification.

#### Notes:

- A. At the Principal's discretion, the following additional disciplinary action may take place:
  1. Alternative School Placement which will include exclusion from all extra-curricular activities for the duration of the placement.
  2. Probationary contract upon return to school.
  3. Referral to school board for expulsion purposes.
- B. This includes school buildings, school grounds, school buses, school activities, the Career Center, and all activities under the control or direction of school personnel whether on or off school property.
- C. Redbank Valley School District has a ZERO tolerance policy pertaining to drugs, alcohol, and weapons.

### **WATER BOTTLES DURING THE SCHOOL DAY**

These procedures apply to all students in grades 7-12 who attend Redbank Valley School District.

Water fountains are available in each hallway in the high school. Students are permitted to get drinks between classes. In addition, students may be excused from class to get a drink.

Should students wish to carry a water bottle to class with them, the following guidelines will apply:

- Bottles of water can be purchased at breakfast or lunch, or brought to school in original.
- Clear water only; there shall be no flavor packets added to the water bottles.
- All bottles must be disposed of properly by the end of the school day.

#### RESTRICTIONS

- Reusable water bottles from home are not permitted. Original packaging must be intact.
- Water bottles are not allowed in computer labs or around computers. If brought to class, they must be sealed and placed on the floor or under a chair.
- Water bottles are not permitted during standardized testing (PSSA/Keystone testing)
- Teachers reserve the right to inspect any water bottles at any time
- Students who are misusing the water bottles (ie. Bottle flipping, littering, popping tops, etc) will lose the privilege of carrying a water bottle.

### **ELECTRONIC DEVICES/CELL PHONES**

Use of cellular phones is prohibited during the school day. Cellular phones are to be kept in the off position. Students are not permitted to have radios, ipods, CD players, beepers or laser pointers during the school day. In certain classes when the use of a smart phone is needed to enhance the content being presented

in class, a teacher may permit the use. This permission is granted on a day by day basis. Parents/guardians are required to pick up electronic devices confiscated during the school day.

## **WEAPONS POLICY**

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

The Board prohibits possession of weapons and/or replicas of weapons in any school district building or on school property during the regular school day and/or during any school sponsored or district approved event or activity.

For the purposes of this policy a “weapon” shall be defined as follows:

**“Weapon”** - any device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury or terror.

This definition includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchuka, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or instrument, tool, or implement capable of inflicting bodily injury or causing fear of same.

For the purposes of this policy “possession” shall be defined as follows:

**“Possession”** - a student is in possession of a “weapon” when the weapon is found on the person of this student, in the student’s locker, or under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Additionally, any student who is responsible for bringing a weapon into the school environment or to school activities, regardless of whether or not the weapon is in his/her possession at the time of discovery, shall be guilty of violating this policy and shall be treated as if in possession. Violation of Section 912 of the Pennsylvania

crimes code shall also constitute a violation of this policy.

The school district, in compliance with Act 26 of 1995 of the Public School Code, shall expel for a period of not less than one (1) year any student found to be in possession of this weapons policy. Such expulsions shall give in conformance with formal due process proceedings as required by law.

The Superintendent may, on a case-by-case basis, recommend discipline short of expulsion and in the case of an exceptional student take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or a designee shall report the discovery of any weapon prohibited by this policy to the student’s parents/guardians and to local law enforcement officials. Further, the Superintendent shall report acts of violence and/or possession of a weapon on school property in violation of this policy to the Office for Safe Schools on the designated form twice per year, as required.

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that set forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon on school property.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel in conjunction with their duties are permitted.

## **BULLYING**

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



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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying as defined above also includes cyberbullying.

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

Any bullying that occurs outside of school and results in the effects listed above will be handled the same as an incident happening in the school setting.

## **SEXUAL HARASSMENT/MISCONDUCT**

Sexual harassment, abuse, and misconduct is counter-productive to an appropriate learning environment because it is degrading, humiliating, offensive and unpleasant; moreover, it produces adverse physical manifestations and it adversely affects everyone's performance.

Therefore, it is the policy of the Redbank Valley School District to prohibit any person including but not limited to; administrators, professional employees, staff members, visitors, parents, independent contractors, and students, from sexually harassing or abusing another.

It is the policy of the Redbank Valley School District that sexual abuse and harassment will not be tolerated and such conduct will be subject to discipline up to and including dismissal and/or expulsion.

The administration, the professional employees, the staff and the students of the Redbank Valley School District are charged with maintaining an environment free from sexual harassment and abuse. Therefore, any administrator,

professional employee, staff employee, student, volunteer, or parent who has any knowledge of any sexual harassment, abuse, or misconduct is charged with reporting that knowledge consistent with this policy.

## **Ethics Hotline**

A 24/7 Ethics Hotline is available for all district students, staff and stakeholders for reporting serious ethics violations anonymously. This hotline may be accessed by calling **844-420-0044** or through their website at [www.lighthouse-services.com/redbankvalley](http://www.lighthouse-services.com/redbankvalley).

**Ethical behavior** can be defined as acting in ways consistent with what society and individuals typically think are good values. It involves demonstrating respect for key moral principles that include honesty, fairness, equality, dignity, diversity and individual rights.

## **Definitions**

**Sexual harassment and abuse** - unwelcome sexual advances, requests for sexual favors, inappropriate oral comments, inappropriate written or printed material, or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly, at term or condition of an individual's employment, continued employment, grade, evaluation, recommendation, or other term or condition of one's employment or education; or
- B. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive environment.

Sexual harassment and abuse, as defined above, may include but is not limited to the following: verbal harassment or abuse, including jokes, name calling, sexual rumors; pressure for sexual activities; remarks with sexual or demeaning implications; unwelcome touching; pulling clothes; pictures, suggesting or demanding sexual involvement accompanied

by implied or explicit threats concerning one's grades, job, evaluation, etc.

### **Reporting**

At the option of the victim, or any party who has knowledge of sexual harassment, abuse or misconduct, the report/complaint may be submitted to the building Principal or the Guidance Counselor for the school district. In addition, there is a hotline set up for reporting, see above.

If appropriate, that person will attempt to resolve the situation informally, provided all parties involved agree.

In the event the first level contact person is unable to resolve the problem informally, or in the alternative, in the event the situation is too serious to resolve, it shall be reported to the Superintendent of the school district, unless the Superintendent is accused. In such case, it shall be reported to the High School Principal, who henceforth, for the purpose of this policy, shall perform the duties of the Superintendent.

The first level contact person or the Superintendent, as the case may be, shall investigate the accusations in a prompt, confidential, and unbiased manner. In doing so, the investigation shall comply with the following:

1. The School Solicitor shall immediately be consulted;
2. All parties and cooperating witnesses will be interviewed and statement secured;
3. When at all possible, the investigator shall include a second administrator in all interviews;
4. The investigator shall, so far as possible, provide an atmosphere designed to make the victim comfortable including the permitting of a parent/friend to attend interviews;
5. Appropriate steps will be taken to ensure all allegations are heard and investigated;
6. Parents will be notified when appropriate;
7. Police will be notified when appropriate
8. When appropriate, the disciplinary procedure will be explained to the victim,

taking care not to discourage the victim from proceeding.

9. The victim will be informed that the failure to proceed may endanger the victim and/or future victims to further harassment/abuse;
8. The accused will be informed of his/her rights to counsel, including union/association representation;
9. If possible, the complaint shall be resolved informally;
10. A complete investigation will ensue even if the victim recants his/her statement;
11. The victim will be advised as to how to respond in the event of any future sexual harassment/abuse;
12. If appropriate and necessary, the administration shall discipline consistent with any applicable discipline code, contracts and/or State law;
13. Every step shall be documented in detail.

### **Miscellaneous**

The investigator of any allegations shall inform the School Board on a regular basis as to the progress of the investigation/disciplinary proceeding, although said information need not include proper names.

No party shall suffer retaliation/retribution for truthfully reporting any act of sexual harassment or abuse. A false report of sexual harassment/abuse shall, however, be subject to discipline. Discipline shall include but is not limited to, criminal sanctions as defined by the Pennsylvania Crimes Code, such as false reports to authorities, false swearing, and perjury; and civil penalties, as defined by Pennsylvania tort law, defamation, libel, slander, false light in the public eye. In addition, discipline shall include any and all penalties or sanctions determined by the Redbank Valley School District's Policy on discipline, when applicable.

### **Terminology**

The following terms, which have been used in this disciplinary code, shall have the following meanings:

- A. "**Drugs**" - Any chemical, organic or inorganic substance classified as a "controlled substance" by the Pennsylvania Controlled

Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.L. 233, No. 64, as amended, 35 P.S. 780-101 et seq. "Drug" shall include but not be limited to:

1. Any opiate, or derivative or compound of opium;
2. Any hallucinogenic substance including lysergic acid diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols;
3. Marijuana, including all forms, species and/or varieties of genus cannabis sativa L., seeds, resins, oils and compounds thereof;
4. Cocaine, coca leaves and any compound, derivative or preparation thereof;
5. Stimulants, including amphetamine, phenmetramine, methylphenidate, methamphetamine, and any compound, mixture or preparation containing any quantity thereof;
6. Depressants, including barbituric acid or any compound or derivative thereof;
7. So-called "look-alike drugs" or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the "Controlled Substances, Drug, Device and Cosmetic Act";
8. Inhalants, such as amyl nitrates or so called "Rush", airplane glue, ether, kerosene, gasoline or compounds thereof.

"Drug" shall not include any substance prescribed by a licensed physician for a student, provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with instructions of the prescribing physician.

- B. "**Alcohol**" - Any alcoholic beverage, a beverage containing any alcohol, malt or fermented beverages, or combination thereof.
- C. **SAP** - Student Assistance Program. SAP is a student assistance/referral program for students at risk in the Redbank Valley School District.
- D. **Excused Absence/Tardy** - An excused absence/tardy is defined as one of the following; sickness, injury, death in the

family, or any other urgent reasons determined by the administration.

- E. **O.S.S.** - Out-of-School-Suspension. A student is excluded from school for a period of time indicated. Re-admittance to school must be preceded by a Parent Conference (parent/guardian meeting with the administration), as arranged by the administration.
- F. **Parent Contacted** - Parents/guardians may be contacted by either phone and/or mail. All disciplinary forms will be mailed to the parents/guardians.
- G. **Unexcused Absence/Tardy** - Include but are not limited to: oversleeping, car break downs, missing bus, baby-sitting, haircuts, etc. Final determination will be made by the administration.
- H. **Vandalism** (Destruction of Property & Defacing School Property) - Section 777, School Code, states that the legal penalty is a fine of up to \$1000 and /or a jail term not to exceed 6 months, at the court's discretion.

## STUDENT AIDES

A student may volunteer to be an aide during a scheduled study hall period. Aides are utilized by the main office, guidance office, library, and occasionally, if approved, individual teachers. The following guidelines govern student aides:

1. Maintain a minimum of "B" average and a good disciplinary record;
2. Wear an identification badge at all times;
3. Be at their assigned area unless sent on an errand by the responsible staff member(s); and
4. Report to the assigned area prior to the tardy bell.

## STUDENT ORGANIZER

Each student is issued a student organizer containing the Parent-Student Handbook as well as several study aides on the first day of school or upon enrollment. Any student having to replace their handbook must pay a \$4.00 replacement fee.

## **COMPUTER TECHNOLOGY, INTERNET, AND DISTRICT WEB SITE USE POLICY**

NOTE: This policy is also available on the district website at: [www.redbankvalley.net](http://www.redbankvalley.net).

### **Computer Technology & Internet Use Policy**

Students at Redbank Valley School District are eligible to receive access to the Internet through the computer network. This network includes connections to computers in the school, library, and throughout the world by way of the Internet. The purpose in providing this service to the students of Redbank Valley is to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The Internet offers vast, diverse and unique resources to students.

The use of computer technologies shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Although the network is filtered to block unwanted content, it is possible that material that may not be considered to be of educational value in the context of the school setting may be available. The district has a filter installed on the network to protect users from viewing unwanted material.

Redbank Valley firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this district. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to the following guidelines. The use of computer technologies and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and /or disciplinary action as specified in the district discipline policy.

### **Disclaimer:**

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost,

damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor filespace utilization by district users, while respecting the privacy rights of both district users and outside users.

### **Guidelines:**

1. Students shall submit a signed consent form annually by the parent or guardian to be permitted to gain access to the Internet.
2. Network accounts shall be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.
3. Redbank Valley reserves the right to monitor usage of computer technology and Internet including but not limited to electronic mail.
4. All use of the Internet, computer equipment, and computer software must be in support of the educational program at Redbank Valley.
5. The Internet, computer equipment, and computer software will not be used for illegal activity, for personal profit, non-school related activities, lobbying, advertising, to transmit or receive offensive materials, hate mail or discriminating remarks. Using profanity, obscenity, or other media either written or visual that may be considered obscene and/or offensive to other users is strictly forbidden.
6. Users shall not seek information on, obtain copies, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Redbank Valley network or the Internet.
7. Use of the Internet, computer equipment and computer software for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading or use of unauthorized software, games, programs, files, or other electronic

media is prohibited. The illegal use of copyrighted software is prohibited. Violation of this rule represents a criminal act under Federal Copyright Law.

9. The network shall not be used to disrupt the work others; hardware or software shall not be destroyed, modified, or abused in any way.
10. No software is to be installed onto the network by students at any time for any purpose.

### **Safety & Security**

Students shall not reveal their passwords to another individual.

Internet or technology users shall not reveal personal addresses or telephone numbers to other users on the Internet or network.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications immediately shall bring them to the attention of a teacher or administrator.

### **Consequences for Inappropriate Use**

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks, or any of the agencies that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. The user shall be responsible for damages to the equipment, system, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

## **STUDENT ISSUED CHROMEBOOKS**

In an effort to prepare High School students for their future by engaging them through collaboration, creativity, critical thinking, and communication, Redbank Valley High School uses 21st Century teaching and learning environments. With teachers as leaders, facilitators, mentors, and partners, our students are preparing to live and work as responsible citizens and lifelong learners in a global society. Partnerships between school, home and community provide support and equitable access to a variety of high quality resources and technical tools. In order to help facilitate the communication, students starting in 9<sup>th</sup> grade will be issued a chromebook for use during all classes. Core teachers in 9<sup>th</sup> grade will utilize Google Docs and Google Classroom for assignments.

### **Terms of Use**

- Students and parents must sign the Redbank Valley Student Computer Use/Loan Agreement before receiving the chromebook. The chromebook will be assigned to an individual student and the serial number will be recorded.
- Students will pick the chromebook up in the assigned location at the beginning of each school day and return it at the end of the each school day. Students will be responsible to place the device in its designated slot within the laptop cart and plug the power cord in for overnight charging. Failure to return and/or use the Device for non-school purposes maybe considered unlawful use of District property and/or theft. If the device is not returned upon request, the parent/student shall be charged the full replacement cost of the device.

### **Conditions of Loan:**

RVHS will lend a device to all 9<sup>th</sup> grade students enrolled in RVHS upon compliance with the following:

- RVHS Computer Use/Loan Agreement signed by students and parents.
- Possession and use is limited to and conditioned upon full and complete compliance with this Agreement

#### Device Care Guidelines

- Taking Care of Your Laptop
  - Students are responsible for the general care of the device they have been issued by the school.
  - Laptops/chromebooks that are broken or fail to work properly must be taken to the High School office as soon as possible so that they can be taken care of properly. The student will complete a repair form and a loaner device will be issued.
  - Students should never leave their chromebooks unattended.
  - Liquids, food, and other debris can damage the device. DO NOT eat or drink while using the Device.
  - DO NOT store drink, food, or food wrappers in the same bag as the device
  - Take extreme caution with the screen. DO NOT pick up the device by the screen. The screens are susceptible to damage from excessive pressure or weight.
  - DO NOT lift the device by the screen or place your finger directly on the screen with any force.
  - DO NOT touch the screen with fingers, pens, pencils, or any sharp instrument. DO NOT place pencils/pens, ear buds, or other materials on top of keyboard. DO NOT leave pencils, pens or papers on the keyboard when closing the screen. If you close

your device on materials, the screen will be damaged.

- **Never attempt to repair or reconfigure the device.**
- DO NOT open or tamper with the internal components of the device or remove any screws; doing so will render the warranty void.
- Take Care when inserting cords, cables, and other removable storage devices to avoid damage to the Device ports.
- A label has been applied to your computer for ID purposes.
- The Devices are the property of Redbank Valley Area School District.
- Keep your device away from magnets and magnetic fields, which can erase or corrupt your data; this includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- Clean the screen and touch pad with lint-free, anti-static cloth. Never clean the screen with glass cleaner.
- Wash hands frequently when using the device.

#### Security

- DO NOT leave Devices unattended. Secure your device in your **locked** locker or keep with you at all times.
- Unsupervised or abandoned devices will be confiscated by staff.
- Avoid using the device in areas where damage or theft is likely.
- When students are not using the devices, devices should be stored in their locked lockers.
- Students are expected to maintain the security of the device at all times.
- Each device has identifying labels including the serial number and assigned student name. DO NOT modify or destroy these labels.

- o Students may not lend devices or device components to others for any reason.

### Power Management

- o It is the student's responsibility to plug their laptop into the charging cart prior to leaving school so it is fully charged at the beginning of each school day. Power outlets will not be accessible in classrooms for recharging.
- o Uncharged Devices or failure to bring the Device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

### Conserving Battery Power

- o Dimming the brightness of the screen will extend battery runtime.
- o For prolonged periods of inactivity, shut down the Device.

### Device Management

#### Student Storage/Saving Files:

Students may backup data to the Google Drive. No other online backup drives are available, and anything lost from the Google Drive will not be backed up. The district does not maintain a backup for student accounts.

#### Email and Internet Use:

#### Email and other Digital Communications Accounts

- o Students are provided an email account by the District. Email correspondence will be used for educational purposes only and is limited to users inside the RVSD. Students are not able to send or receive e-mails outside of the school district list.
- o Electronic communication will be monitored.
- o Digital communications etiquette is expected by all students using all communications accounts, sites, or applications including, but not limited

to, wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

- o An Internet filter is maintained by the district for school use on the device. Filtering restricts access to unacceptable sites and inappropriate materials.

### Safety

- o The Redbank Valley School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision.
- o Log files are maintained on each Device with a detailed history of all sites accessed.
- o It is the responsibility of the user to appropriately use the Device, network, and the Internet.
- o The RVSD will not be responsible for any harm suffered while on the District network or the Internet.
- o Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
- o Students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms

To maintain a safe online atmosphere, students shall adhere to the following rules:

- o Immediately report any unauthorized activity on the network or Internet.
- o Notify a teacher immediately if you accidentally access an inappropriate site.
- o Never read someone else's email or open their files or folders
- o Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
- o Never arrange to meet an Internet contact in person.

- o Observe all copyright laws.
- o Do not claim authorship of work copied from a website or from any other source.
- o Accurately cite sources of information.
- o Protect your user account by keeping your password secure and logging off or locking out when not using your laptop.
- o All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible.
- o Keep your password a secret!
- o Protect personal information.
  - o Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others
  - o Use a “code name” that does not identify you personally to online viewers/organizations you do not know.
- o Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

## Monitoring Device Usage

### Monitoring and Supervision:

RVSD also takes technical measures to filter Internet access to protect students from inappropriate content. School district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of Internet content. However, no technical measure or human supervision is failsafe. Students may be exposed to inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice Internet safety measures and use the resources to access appropriate educational resources. Students will provide access to the device and any accessories assigned to them upon request by the school or District. RVSD Technical Staff has the ability to remotely monitor student computer use.

### Privacy

There is no expectation of privacy regarding the contents of computer files or communication when using any school-owned device or network. RVSD reserves the right to investigate, review, monitor and restrict information stored on or transmitted via RVSD equipment, including any students’ device. Parents/guardians and students do not have the right or exception of privacy for any use of school-owned devices, computers, or other equipment. School system personnel may conduct an individual search of the device, files and communications. The District will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through District-owned computer systems.

### Passwords

Students should log in only under their assigned username and password. Students may not share their passwords with other students.

### Copyright Compliance

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- o “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea
- o Text (including email and web information), graphics, art, photographs, music and software are examples of types of works protected by copyright
- o Copying, distributing, downloading and uploading information on the Internet may infringe the copyright for that information.

### Social Networking

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid the posting of personal information online. They will understand that postings are permanent. Students will exercise mature and responsible conduct at all times. Students that violate



district policies or the RVHS Code of Student Conduct will result disciplinary action against that student. If it is determined that the student used a school Device in connection with the misconduct and/ or the misconduct impacts the orderly and efficient operation of the school and/or the safety of the school environment further disciplinary action may apply.

- o Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the device or other devices or services. The student will also be subject to disciplinary action as set out in the RVHS Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

\*NOTE: The school principal has the discretion to permanently confiscate the device from the student at any time.

### **Technical Support and Help Desk**

Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software support/maintenance and repairs
- User account support
- Operating system and software support
- Updates
- Warranty repairs
- Basic troubleshooting
- Loaner Devices

Maintenance Fee

### **Hardware Warranty Damage:**

Parents/Students shall be held financially responsible for damage or loss of the Device.

- o Lost or Stolen Chromebook (\$250.00)

- o Damage to Chromebook
  - 1<sup>st</sup> time – a replacement will be issued
  - 2<sup>nd</sup> time – a loaner will be issued while the device is being repaired by the district. Student is responsible for repair cost.
  - 3<sup>rd</sup> time – the student will lose the privilege to have a personal chromebook issued

Incidents of damage must be reported to the High School Office the day of the damage. Be prepared to provide the following information when reporting damage:

1. Date of incident
2. Complete details of incident
  - a. Theft: Thefts must be immediately reported to the school principal or his/her designee. The District will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops.

The parent/guardian, or adult student will be responsible for compensating the school district for any losses, costs or damages.

### **Parent Expectations**

- o Ensure your student understands and adheres to laptop and Internet policies and guidelines
- o Reimburse the school district for any costs incurred or fines assessed due to intentional misuse, neglect, damage or loss including theft.
- o Review with your student the contents of the policy.

### **DISTRICT WEB SITE USE**

#### **Privacy**

1. First initial/last name and image may appear on a web site with parent permission.
2. Student work may be posted on the Website with identification of the student's grade level, first initial/last name and/or image.

Students may design web pages as a classroom

or graduation project. No student pages will be posted until they are approved by the Webmaster liaison who has the posting password. The pages will not be accessible to the outside world unless they follow procedures and meet the standards set by this and other school policies. The following are guidelines to follow for students who create web pages for the district web site.

### **Guidelines**

1. Copyrights must be respected.
2. All text should be carefully proofread for spelling and grammar.
3. Links and content should be up-to-date. If using time-specific material, school pages must be updated on a regular basis.
4. Web pages must reflect and promote the image of the district and its policies/goals, and provide educational value.
5. The district reserves the right to remove and/or not to post any content from the server(s) that it deems to be legally, morally, or ethically inappropriate, or any page that is not in the best interest of the district.

6. No passwords for posting will be given to students.
7. No pages will be posted to the district web site unless they follow all district guidelines.
8. Identified breaches of this policy will be corrected or pulled as soon as possible.
9. All pages are subject to periodic review.

Redbank Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Redbank Valley will not be responsible for any damages students suffer as a result of inappropriate usage. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via Redbank Valley is at the user's own risk. Redbank Valley specifically denies any responsibility for the accuracy or quality of information obtained through this service. For more information, see Board Policy #816 or RVSD website at [www.redbankvalley.net](http://www.redbankvalley.net).







