Disclaimer Policy

**In a situation where provisions of the handbook contradict school board policy, the policy shall prevail. Recent school board revisions may not have yet been altered in the student handbook.**
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>District and School Contact Information and School Hours</td>
<td>3</td>
</tr>
<tr>
<td>School Calendar</td>
<td>4</td>
</tr>
<tr>
<td>District and School Information</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td>School Bus Transportation</td>
<td>8</td>
</tr>
<tr>
<td>Cafeteria and Recess Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Playground Procedures</td>
<td>12</td>
</tr>
<tr>
<td>Classroom Celebrations</td>
<td>13</td>
</tr>
<tr>
<td>Safety</td>
<td>14</td>
</tr>
<tr>
<td>Discipline</td>
<td>15</td>
</tr>
<tr>
<td>Academics</td>
<td>19</td>
</tr>
<tr>
<td>Programs</td>
<td>21</td>
</tr>
<tr>
<td>Student Information</td>
<td>22</td>
</tr>
<tr>
<td>Student Services</td>
<td>24</td>
</tr>
<tr>
<td>Wellness</td>
<td>29</td>
</tr>
<tr>
<td>General Policies and Procedures</td>
<td>33</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>34</td>
</tr>
<tr>
<td>Parent Signatures</td>
<td>39</td>
</tr>
<tr>
<td>Forms that must be signed off on the Student’s Emergency Card</td>
<td></td>
</tr>
<tr>
<td>Understanding the Handbook (check off on emergency card)</td>
<td></td>
</tr>
<tr>
<td>Internet Safety Agreement (check off on emergency card)</td>
<td></td>
</tr>
<tr>
<td>Integrated Pest Management (check off on emergency card)</td>
<td></td>
</tr>
<tr>
<td>Denial of Media Permission (check off on emergency card)</td>
<td></td>
</tr>
<tr>
<td>Permission to Administer Over the counter medication</td>
<td></td>
</tr>
<tr>
<td>Form: Permission to Maintain and Administer Medications with prescription</td>
<td>41</td>
</tr>
<tr>
<td>Form: Family Vacation/Educational Trip</td>
<td>42</td>
</tr>
<tr>
<td>BVA Board Policies</td>
<td>44</td>
</tr>
<tr>
<td>• 101 Mission Statement</td>
<td>44</td>
</tr>
<tr>
<td>• 102 Academic Standards</td>
<td>44</td>
</tr>
<tr>
<td>• 103 Nondiscrimination/Discriminatory Harassment -- School and Classroom Practices</td>
<td>45</td>
</tr>
<tr>
<td>• 105.2 Exemption from Instruction</td>
<td>52</td>
</tr>
<tr>
<td>• 112 School Counseling</td>
<td>52</td>
</tr>
<tr>
<td>• 121 Field Trips</td>
<td>53</td>
</tr>
<tr>
<td>• 130 Homework</td>
<td>54</td>
</tr>
<tr>
<td>• 210 Medications</td>
<td>55</td>
</tr>
<tr>
<td>• 211 Accident Insurance</td>
<td>57</td>
</tr>
<tr>
<td>• 218.1 Weapons</td>
<td>57</td>
</tr>
<tr>
<td>• 218.2 Terroristic Threats</td>
<td>59</td>
</tr>
<tr>
<td>• 222 Tobacco/Nicotine</td>
<td>60</td>
</tr>
<tr>
<td>• 226 Searches</td>
<td>61</td>
</tr>
<tr>
<td>• 227 Controlled Substances/Paraphernalia</td>
<td>64</td>
</tr>
<tr>
<td>• 237 Electronic Devices</td>
<td>66</td>
</tr>
<tr>
<td>• 246 School Wellness</td>
<td>68</td>
</tr>
<tr>
<td>• 249 Bullying/Cyberbullying</td>
<td>74</td>
</tr>
<tr>
<td>• 251 Children and Youth in Transition</td>
<td>76</td>
</tr>
<tr>
<td>• 806 Child Abuse</td>
<td>78</td>
</tr>
<tr>
<td>• 808.1 Student Meal Charging</td>
<td>84</td>
</tr>
<tr>
<td>• 810.2 Transportation-Video/Audio Recording</td>
<td>87</td>
</tr>
<tr>
<td>• 815 Acceptable Use of Internet, Computers and Network Resources</td>
<td>88</td>
</tr>
<tr>
<td>• 918 Title I Parental and Family Engagement</td>
<td>92</td>
</tr>
</tbody>
</table>
District Contact Information

Central Office
Dr. Michele Dowell, Superintendent
Belle Vernon Area School District
270 Crest Avenue
Belle Vernon, PA 15012
(p) 724 808 2500
(f) 724 929 5598

Marion Elementary School

Dr. Deidra Stepko, Principal
Marion Elementary School
500 Perry Avenue
Belle Vernon, PA 15012
(p) 724 808 2500 ext 4500
(f) 724-929-5785
Deidra.Stepko@bvasd.net

Mrs. Angie Margaronis, School Counselor
(p) 724 808 2500 ext 4531
Angie.Margaronis@bvasd.net

Mrs. Janet Shawley, Secretary
(p) 724 808 2500 ext 4501
Janet.Shawley@bvasd.net

Mrs. Shelley Galloni, Secretary
(p) 724 808 2500 ext 4501
Shelley.Galloni@bvasd.net

Mrs. Jennifer Martin, RN, BSN, CSN
(p) 724 808 2500 ext 5521
Jennifer.Martin@bvasd.net

School Hours

** All District offices are open from 7:30am to 4:00pm Monday thru Friday.
** Students are NOT permitted to be on campus prior to 8:00am or remain later than 3:45pm unless they are in a supervised activity.

*The Belle Vernon Area School District is an equal opportunity education institution and will NOT discriminate on the basis of age, sex, handicap, and national origin in its educational program and activities, or employment practices as required by Title IX, Section 504, and Title VI.*
# BELLE VERNON AREA SCHOOL DISTRICT
## 2019-2020 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>AUGUST 2019</th>
<th>FEBRUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>M T W Th F</td>
</tr>
<tr>
<td>1 2</td>
<td>3 4 5 6 7</td>
</tr>
<tr>
<td>5 6 7 8 9</td>
<td>10 11 12 13 14</td>
</tr>
<tr>
<td>12 13 14 15 16</td>
<td>17 18 19 20 21</td>
</tr>
<tr>
<td>19 20 21 22 23</td>
<td>24 25 26 27 28</td>
</tr>
<tr>
<td><strong>26</strong> 27 28 29 30</td>
<td>Teachers: 8 Students: 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2019</th>
<th>MARCH 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>M T W Th F</td>
</tr>
<tr>
<td>2 3 4 5 6</td>
<td>2 3 4 5 6</td>
</tr>
<tr>
<td>9 10 11 12 13</td>
<td>9 10 11 12 13</td>
</tr>
<tr>
<td>16 17 18 19 20</td>
<td>16 17 18 19 20</td>
</tr>
<tr>
<td>23 24 25 26 27</td>
<td>23 24 25 26 27</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>Teachers: 20 Students: 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2019</th>
<th>APRIL 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>M T W Th F</td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>7 8 9 10 11</td>
<td>6 7 8 9 10 11</td>
</tr>
<tr>
<td>14 15 16 17 18</td>
<td>13 14 15 16 17</td>
</tr>
<tr>
<td>21 22 23 24 25</td>
<td>20 21 22 23 24</td>
</tr>
<tr>
<td><strong>28 29 30 31</strong></td>
<td>Teachers: 23 Students: 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER 2019</th>
<th>MAY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>M T W Th F</td>
</tr>
<tr>
<td>1 2</td>
<td>1 2 3</td>
</tr>
<tr>
<td>4 5 6 7 8</td>
<td>4 5 6 7 8</td>
</tr>
<tr>
<td>11 12 13 14 15</td>
<td>11 12 13 14 15</td>
</tr>
<tr>
<td>18 19 20 21 22</td>
<td>18 19 20 21 22</td>
</tr>
<tr>
<td><strong>25 26 27 28 29</strong></td>
<td>Teachers: 18 Students: 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2019</th>
<th>JUNE 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>M T W Th F</td>
</tr>
<tr>
<td>2 3 4 5 6</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>9 10 11 12 13</td>
<td>8 9 10 11 12</td>
</tr>
<tr>
<td>16 17 18 19 20</td>
<td>15 16 17 18 19</td>
</tr>
<tr>
<td>23 24 25 26 27</td>
<td>22 23 24 25 26</td>
</tr>
<tr>
<td><strong>30 31</strong></td>
<td>Teachers: 14 Students: 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY 2020</th>
<th>FSA Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W Th F</td>
<td>April 20-25, 2020</td>
</tr>
<tr>
<td>1 2 3</td>
<td>Grades 3-8 English Language Arts</td>
</tr>
<tr>
<td>6 7 8 9 10</td>
<td>April 27-May 8, 2020</td>
</tr>
<tr>
<td>13 14 15 16 17</td>
<td>Grades 3-8 Mathematics</td>
</tr>
<tr>
<td><strong>20 21 22 23 24</strong></td>
<td>Grades 4,8 Science Make-up</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>Teachers: 21 Students: 21</td>
</tr>
</tbody>
</table>

**FSA Testing**
- April 20-25, 2020
- Grades 3-8 English Language Arts
- April 27-May 8, 2020
- Grades 3-8 Mathematics
- Grades 4,8 Science Make-up

**Keystone Testing Windows**
- Winter Wave 1 = December 2-13, 2019
- Winter Wave 2 = January 6-17, 2020
- Spring Wave = May 11-22, 2020
- Summer Window = July 22 – July 31, 2020

- Teachers: 14 Students: 14
- Teachers: 20 Students: 20
- Teachers: 22 Students: 22
- Teachers: 119 Students: 18
- Teachers: 118 Students: 18
- Teachers: 119 Students: 18
- Teachers: 187 Students: 180

- 1 = New Year’s Day – No School
- 20 = MLK Day – No School
- 24 = 2 Hr. Delay – In Service
- 23 = Jan. 1 = Winter Recess – No School
- 14 = 2 Hr. Delay – In Service
- 17 = President’s Day – No School
- 18 = Parent Teacher Conf. – No School

- 2 = Labor Day – No School
- 20 = 2 Hr. Delay – In Service
- 4 = Act 80 – Senior Projects
- 20 = 2 Hr. Delay – In Service
- 4 = Act 80 – Senior Projects
- 20 = 2 Hr. Delay – In Service
- 9-14 = Spring Recess – No School
- 24 = 2 Hr. Delay – In Service

- Teachers: 8 Students: 5
- Teachers: 20 Students: 20
- Teachers: 22 Students: 22
- Teachers: 18 Students: 17
- Teachers: 20 Students: 20
- Teachers: 22 Students: 22
- Teachers: 18 Students: 18
- Teachers: 18 Students: 18
- Teachers: 14 Students: 14
- Teachers: 3 Students: 3
- Teachers: 187 Students: 180
District and School Information

District Mission Statement
Belle Vernon Area School District, in partnership with our community, is committed to inspiring all students to own their futures by providing academic, social, technological, and personal opportunities for growth and development.

Vision Statement
Graduates are prepared to embark on their own pathway to success.

ATTENDANCE

STUDENT COMPULSORY ATTENDANCE & SCHOOL ATTENDANCE IMPROVEMENT PLAN:
The Belle Vernon Area School District enforces the Student Compulsory Attendance and School Attendance Improvement Plan that was passed by the Commonwealth of Pennsylvania in 2017. It is essential that every parent/guardian or person in parental relation, having control or charge of any child or children of compulsory school age, is familiar with this regulation as well as the penalties for violation of attendance requirements. Compulsory school age refers to the period of a child’s life from the time he or she enters school as a beginner until the age of seventeen (17) or upon his or her graduation from high school.

The Department of Education and all school districts in the Commonwealth of Pennsylvania are obligated to comply with State and Federal requirements for student attendance and truancy. Each school district within the Commonwealth of Pennsylvania is responsible for monitoring and maintaining attendance records of all students.

In accordance with the Compulsory Attendance and School Attendance Improvement Plan, all absences will be treated as unlawful until the school district receives and accepts a written excuse from a parent/guardian explaining the reason for a child’s absence. The written excuse must be submitted with three calendar days of the student’s absence. Failure to do so will result in the absence being permanently recorded as unlawful.

Excused Absences:
- Personal illness
- Quarantine of the individual or home
- Death in the family
- Educational trips, as approved by administration
- Religious holiday
- Required court appearance
- Emergencies that affect the child
Unexcused Absences:
Absences are considered unexcused and/or illegal for any reason not listed in Excused Section. Absences are considered unexcused when a student fails to provide school officials with a proper written excuse within three (3) days of his/her return to school.

Students who miss ten (10) consecutive school days will be dropped from the active membership unless the school is provided with evidence that the absence is legal.

A maximum of ten (10) days of lawful absences, verified by parental notification, may be permitted during a school year. Each absence beyond a total of ten (10) days during a school year will require a written doctor’s excuse.

The following action will be taken to notify Parents/Guardians of their child’s unlawful absences:

1. **First Unlawful Absence:**
   A notice of unlawful absence will be sent to the child’s parent/guardian.

2. **Second Unlawful Absence:**
   A second notice of unlawful absence will be sent to the child’s parent/guardian.

3. **Third Unlawful Absence:**
   A third notice of unlawful absence will be delivered to the student, parent/guardian’s residence by the Truant Officer, along with an invitation to attend the School Attendance Improvement Conference (SAIC).
   A school/family conference will be held to discuss the truancy and a School Attendance Improvement Plan (SAIP) will be established.

4. **Sixth Unlawful Absence:**
   A final notice of unlawful absence will be sent to the child’s parent/guardian from the School and a referral will be made to a Community-Based Attendance Improvement Program.
   The School will file a citation with Magisterial District Judge against the parent/guardian in parental relation in the same household as the child.

   Once the Student is chronically absent (10+ unexcused absences), the School shall refer the Student to Westmoreland or Fayette County’s Youth Agencies only if the Student continues to incur additional absences after being referred to SAP Liaison and the Student and parent/guardian refuse to follow the recommended plan from the SAIC.

After this step, the District IS NOT obligated to inform parents/guardians in writing of their child’s absences.

If any child, of any age, continues to be truant after the above action has been taken, the following can occur:

**Possible sentences for parents/guardians found to be in violation of the Compulsory Attendance Law:**

1. Paying fines of up to $300.00 for each offense, plus court costs.
2. Completing a Parenting Education Program.
3. In cases where the party convicted fails to pay the fine or complete the Parenting Education Program, a subsequent sentencing to the county jail for no more than five (5) days will occur.
4. In lieu of or in addition to any other sentence imposed, the parent/guardian may be required to perform community service in the School District for a period not to exceed six (6) months.

For children convicted of violation of compulsory attendance requirements by the Magisterial District Judge or Court, including a court not of record, a certified record of the conviction or other disposition must be sent to the Department of Transportation.

**DEFINED TERMS**

**RELIGIOUS HOLIDAY:**
Upon written request of parents/guardians a pupil may be excused from attending school for observance of valid religious holidays in accordance with the District policies. A pupil’s absence from school will be recorded as an excused absence. Students are responsible for making up all instructional assignments missed during the period of absence.

**EDUCATIONAL TRIPS:**
Students may be legally excused from school to participate in personal tours and trips for educational reasons, as provided by School District Policy.

The prior approval of the Principal is required five (5) days prior to a trip to be marked as an excused absence. Students are responsible to obtain and complete all classroom assignments.

If the student takes a personal trip or tour without the proper prior approval, his/her make up privileges will be forfeited, and the day of absence will be unexcused.

**SUSPENSIONS:**
Students serving out of school suspensions are considered legally absent. Students may make up all work missed upon return to school in accordance with established guidelines for makeup work.

**Tardiness**
Tardiness for more than three times within a nine-week period is considered excessive. Students who have excessive tardies will be turned into the district magistrate.

**Procedures**
Students will receive a pass in order to enter class. Excuse forms are available when you arrive, please complete it and have your child take it with them to give to their teacher.

**Early Dismissal**
The school district discourages students leaving early. Students who must be excused earlier than our normal dismissal time, must have a written note signed by their parent/guardian on the morning of the proposed early dismissal. The note must contain the student’s name, time for the early dismissal, and the name of the person picking up the student. The person picking up the
student will be asked to show some form of ID. Students will only be released to the people listed on their emergency contact card or as listed on the note. Notes will not be accepted from people coming to the building to pick up the student. Students will be signed out in the early dismissal log.

Please refrain from parking or stopping on the curb in the bus circle at any time for any reason. This area is a fire lane.

If your child requires to be dismissed early, dismissal must occur prior to 3:10pm or after 3:35pm in order to ensure safety during bus dismissal. No early dismissal will occur between 3:10 and 3:35pm.

**Dismissals Due to Illness**
If a student becomes ill during the school day, he/she must secure permission from the school nurse/principal before going home. Parents will be contacted in such cases. If a parent/guardian cannot be reached the emergency contacts will be called. In a case where no one can be reached, the student will return to the nurse’s office. All students must be signed out when leaving due to illness at the main office in the early dismissal log.

**Emergency Early Dismissals**
In the case of an emergency, the district administration office notifies all schools and parents/guardians using the following methods:

- Announcements on TV and radio and their websites
  - KDKA 1020 AM
  - KDKA, WTAE, WPXI TV stations and websites
- A school messenger notification will be sent out to all parents/guardians.

Each family should have an alternative contingency plan for their student in the event that an emergency early dismissal occurs. Please be certain that you have made the necessary arrangements for the care of your student should circumstances arise that will cause your students to arrive home before a parent/guardian.

---

### SCHOOL BUS TRANSPORTATION

In accordance with Section 1361 of the Public School Code, the Belle Vernon Area School District has accepted the responsibility of providing pupil transportation for those students who reside beyond the walking distance of school. In accepting this responsibility of providing pupil transportation, the Belle Vernon Area School Board has charged every student of the school district with the responsibility of proper school bus behavior and the knowledge that pupil transportation is a privilege. Students may be denied the privilege of being transported to and from school for violations of the district bus regulations.

**Disciplinary Code**
While the law requires the school district to furnish transportation, it does not relieve parents or students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus- and only at that time- does he or she become the responsibility of the school district. In cases when a child does not conduct themselves properly on the bus, such instances will be
brought to the attention of the building principal by the Supervisor of Transportation. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child’s behavior. Below are listed disciplinary offenses and consequences:

**Level I Offense**
- Use of foul language
- Creating a loud or boisterous noise
- Indecent gestures
- Gambling
- Littering on the bus
- Spitting on the bus
- Possessing hazardous objects or materials
- Refusing to sit properly
- Standing in bus aisle
- Pushing or running towards exit
- Yelling or screaming to the public

**Possible Consequences**
1. The principal and driver shall issue a bus misconduct report to parents.
2. Parental conference to be conducted by building principal and bus coordinator.
3. One-day bus suspension
4. One-week bus suspension

**Level II Offense**
- Moving from one seat to another while the bus is in motion
- Placing arms or any part of the body out of the school bus windows
- Throwing objects inside the bus
- Throwing objects from school bus windows
- Marking with pencils, pens, etc. on any part of the bus
- Refusing to sit in a assigned seat
- Opening emergency door without specific instructions to do so

**Possible Consequences**
1. Parental conference with building principal and bus coordinator
2. Bus Suspension
3. Loss of Recess

**Level III Offense**
- Smoking while traveling to a school function
- Destroying, breaking, or cutting any part of the bus
- Striking or fighting with any member of traveling group
- Possession or use of firearms or minor explosives

**Possible Consequences**
1. Bus suspension plus the cost of bus repair
2. Out of school suspension.
3. Hearing with superintendent and bus coordinator accompanied by bus suspension and cost of bus repairs.

**Level IV Offense**
- Possession of dangerous weapon
- Possession of alcohol beverage or dangerous drugs
- Assault of any form on the bus driver
Possible Consequences
1. Indefinite bus suspension and hearing with superintendent

Safety Precautions for Pupils

Bus Transfers
Student who must ride the bus other than the one assigned to them, must present a written request from their parent/guardian to the office no later than the morning of the desired transfer. The written request will be initialed by the secretary and the child will be given a bus pass. The request must contain:

- Name of student
- Teacher’s name
- Bus number and stop where the child is to exit the bus
- Address of where the student is going

The student will give the bus pass to the driver when he/she boards the bus. If a student needs to ride a different bus and no one can be contacted, the students will be sent home on their regular bus.

Walking Students
All walkers will come out the STEM room entrance when the walkers are called at 3:25pm. NO students will be dismissed from the office during dismissal time (3:10pm – 3:35pm).

Please do not park or stop on the curb in the horseshoe at any time for any reason as this area is a designated fire lane. DO not park in any pre-designated spot (those with a sign such as: principal, secretary, guidance counselor, etc.). You must complete the following requirement:

- Students must present a written note to the teacher in the morning. It should include: student’s name, teacher’s name and name of person picking up student.
- If there is an emergency, you must report to the office prior to 3:10pm to sign out the student with the security guard.
- Parents that are in the building helping with PTA or have a meeting are to send a note to school requesting their child to be dismissed with the walkers at 3:25pm.
- **NO verbal permission will be taken over the phone.**
- Walking students are dismissed at 3:25pm. Parents of walking students will remain outside, and the students will meet their parents.

Parking
Please do not park in the following areas:

- In any pre-designated parking spot (those with a posted sign for principal, secretary, etc.)
- In horseshoe, against, curb, or fire lane, or other spot not designated for safe parking
- On McDonough Street (residential side)
For Morning Arrivals:
Morning arrivals are to occur at the main entrance (8:00am – 8:15am). Students are only permitted to enter the building at 8:00am. Any student arriving prior to 8:00am must receive prior permission from the office and principal. Students being dropped off after 8:15am will need to be dropped off at the front entrance. 
Parents should not exit their car to walk their children into the building.

For parent volunteers:
Parent volunteers should park in the lot behind Marion or another available parking spot on campus.

For field trip chaperones and party day volunteers:
Please consider carpooling or using the Washington Township ball field lot if other areas at MES are full. All other parking procedures listed above apply for field trip and party days.

Please follow the school grounds speed limit of 15 mph.

CAFETERIA AND RECESS PROCEDURES

Free and Reduced Breakfast and Lunch
Applications for Free/Reduced Breakfast and Lunches are available on the website at www.bellevernonarea.net/bvacafe or apply on-line at www.compass.state.pa.us.

School Cafe
Every student will have an account in the cafeteria that can be accessed by the student PIN. Students are encouraged to memorize their PIN number. At meals, the student will enter their PIN and the computer will access the account. If there is money on the account, the purchase is deducted. Payments can be made via check, cash or the internet at www.schoolcafe.com. Please make all checks payable to Belle Vernon Area SD Food Service. There is a $15.00 return check fee.

Meal Costs
- Milk: $0.55
- Juice: $0.50
- Breakfast: $1.35 (Reduced $0.30)
- Lunch: $2.35 (Reduced $0.40)
- Adult Breakfast: $1.50
- Adult Lunch: $3.50

** Prices are subject to change

** According to the National School Lunch Program (Public Law 108-265) students are NOT permitted to bring or have fast food lunches at school. Breakfast or lunches are to be brought from home or purchased in the cafeteria. Parents please do not repack fast food items and bring them to school.

Menus
Each teacher will post a menu in their classroom. Menus will NOT be sent home. Menus are also posted on the Belle Vernon Area School District website at www.bellevernonarea.net.

**Cafeteria Procedures**
- Each lunch period is 30 minutes in length
- Students are not permitted to enter and leave at will. Teachers will bring their class to the cafeteria and seat them properly. Students will remain in the cafeteria during the entire lunch period.
- Students must ask a teacher on lunch duty to use the restroom. They are to use the restrooms closest to the cafeteria.
- Students are to have their lunch money and lunches ready before entering the cafeteria.
- Proper manners, eating habits and respecting others is important while eating.
- Students should respect all adults i.e. cafeteria workers, teachers, staff, custodians and parent volunteers.
- In the cafeteria line, there will be no pushing or shoving.
- Lunch duty staff will dismiss students to dispose of trays and garbage.
- Students are required to clean up the table including under the table prior to being dismissed.
- Students are NOT permitted to share food.
- Students must complete all eating and drinking in the cafeteria. If a student needs additional time, they will be placed at an empty table.

**Cafeteria Misconduct**
Those students who fail to observe proper conduct during lunch shall be assigned to a designated table during lunch. Students in a designated area must:
- Report immediately to the table at the beginning of the lunch period.
- Be permitted to get their meal after all students have been served.
- Be excused five minutes prior to the end of the lunch period to use the restroom.

**Playground Procedures**

**Entering Playground**
- Students will line-up and walk in a single line to the playground. Students are required to remain outside until it is time to reenter the building.
- A written note from the parents is required if you do NOT want your child outside for recess.
- Students that have recess detention must report to the assigned room directly.
- Students are NOT permitted to wait for friends from other classes at the exit door.

**On Playground**
- Students are to respect teachers and obey directions given to them from those adults.
- Students are to report to teachers if an injury occurs.
- Students that misbehave can be designated to sit at a table or be sent inside.
• Students should share the facilities and use the equipment appropriately.
• Shoelaces should remain tied. If flip flops are worn, the student will not be permitted on the playground equipment.
• Students are NOT permitted to:
  o Play full contact sports
  o Pick or play with berries, or leaves.
  o Climb trees
  o Go into restricted areas (parking lots, hillside, woods, near windows or private property)
  o Push, shove, fight or mimic any acts
  o Throw objects such as rocks, surfacing material
• Slide Rules
  o Only one student at a time is permitted to go down using the feet first method. Students should not climb, jump or go up backwards on the slide. Students should not stand at the bottom of the slide but move away quickly.

---

**CLASSROOM CELEBRATIONS**

**Classroom Parties**
The BVA Wellness committee has adopted a policy regarding school parties. Classroom parties will offer a maximum of three items, plus a beverage, which may include:

1. Fresh fruits and/or vegetables.
2. One item containing sugar as the first ingredient.
3. A beverage that shall be bottled water, 100% fruit juice, milk or chocolate-flavored milk.

Further, **no homemade party foods** shall be provided; party foods must be purchased from a source inspected by the Pennsylvania Department of Health; and the Wellness Policy is to be followed during regular school hours. After school events are not governed by this policy.

A portion of the student body has been diagnosed with food allergies, and as a precaution, please check with the teacher what can be purchased.

There are 3 Holiday parties celebrated during the school year. They are Halloween, Winter Fest and Valentine’s Day. Halloween and Valentine’s Day parties are from 2:15pm to 3:15pm. Homeroom parents come in at 2:00pm. The Winter Fest party is from 1:15pm to 2:15pm. Homeroom parents come in at 1:00pm.

Teachers are responsible for working with the parents to coordinate classroom celebrations. If a parent should bring in a snack, it will be sent home with the student even if an inappropriate snack has been sent in.

**Notes:**
• Homeroom parents are NOT permitted to bring younger siblings to parties. It is a liability issue and may cause a distraction.
• Parent wishing to take their children home after a party or special event, must send a note to school that morning and will be dismissed as a walker.
• Parents must bring pass and ID to enter the school. Passes will be given prior to parties.

Birthday Celebrations
We understand that students would like to be recognized on their birthday. As per the BVA Wellness Policy, parents are discouraged from sending in food items. Parents may send in non-food items. Some suggestions for non-food items include:

- Stickers
- Coloring Books
- Bubbles
- Pencils
- Crayons
- Colored Chalk
- Erasers
- Playdoh

Please make sure all items are packages appropriately, are safe and cannot be swallowed. We also suggest you play an indoor/outdoor game or engage in a special art project.

**Invitations to private birthday parties are NOT to be handed out in the classroom or on school property unless they are given to all the girls and all the boys in the classroom.

SAFETY

Emergency Evacuation Procedures
Key Points:
• In the event of an emergency evacuation or early dismissal, Parents/Guardians will be notified via the BVASD App, the BVASD web-site: www.bellevernonarea.net, the School Messenger all call system, and/or commercial TV and radio.
• Please be sure to provide current contact information to your child’s school and report any updates to building office staff. Our communication system, the School Messenger system, will access the information stored in our Student Information System (eSchool Plus).
• If an emergency evacuation should occur, please DO NOT COME TO THE SCHOOL FOR YOUR CHILD. The campus will be closed to all parent traffic to allow necessary movement of Emergency vehicles and buses.
• Arrangements will be made to transport ALL students home by bus as soon as it is safe to do so. Parents should wait for their children to be delivered to their normal bus stops.

Safe 2 Say Something
In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others, and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline. The following provides an overview of how the program works and is implemented in schools:
HOW IT WORKS
1. A tip is submitted via mobile app, website, or phone call—arriving first at the S2SS Crisis Center.
2. Crisis Center analysts vet and triage the tip by engaging the tipster in anonymous two-way chat and collaborating, when needed, with schools to gather contextual or historical information on the student in question in order to provide detailed and immediately-actionable information to schools and dispatch.
3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County Dispatch.
4. The school and, as needed, local law enforcement, assess and intervene with the at-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

ALICE Drills
Students will periodically practice ALICE drills through the school year. ALICE drills are designed to prepare students for an emergency in our building. Please discuss these drills with your child.

Alert: Initial Alert may be a gunshot, PA announcement, etc……..
Lockdown: If evacuation is not a safe option, barricade entry points.
Inform: Communicate real time information on shooter location.
Counter: As a last resort, district shooters ability to shoot accurately.
Evacuate: Run from danger when safe to do so using non-traditional exits if necessary.

DISCIPLINE
Basic Rules
In order to provide your child with a safe and congenial environment, the rules below outline the expected behavior for our students.

• Students are NOT permitted in the building until 8:00am. Students will wait until 8:15am in the cafeteria and then be dismissed to their homeroom.
• Students shall walk through the hallways at all times.
• Students permitted in the hallways with a note or accompanied by an adult.
• Students shall respect the rights and property of other students, faculty, staff and school.
• Proper dress is required by all students.
• Students are NOT permitted to have radios, cell phones, lasers, iPods, MP3s, tape recorders or any other electronic devices at school.
• Students are NOT permitted to bring cigarettes or tobacco products, matches, lighters, fireworks or firecrackers on school property.
• Students are NOT permitted to ride bicycles, scooters or skateboards to school. Heelys shoes are NOT permitted in school.
• Lockers are to be visited at designated times.
• Students should not loiter in the hallways. They should arrive at their location promptly and not detour to other locations. Students also cannot stay on school property before or after school.
• Students should leave their valuables with the physical education teacher during PE class.
**Dress Code**
According to Belle Vernon Area School Board policy, the Board authorizes the Superintendent to enforce regulations prohibiting students dress or grooming practices which:

- Present a hazard to the health or safety of students or others.
- Materially interfere with school work, create disorder or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objective because of blocked vision or restricted movement.

**Items include:**
- All head covering
- Mini-skirts, halter, strapless, backless tops or spaghetti straps are not permitted. Formal attire is the only exception.
- Articles of clothing, jewelry or other items with indecent, suggestive, offensive, obscene language, pictures or symbols are not permitted. Any articles with alcohol, tobacco and illegal substances are not permitted.
- All tops must extend below the waistline
- Footwear must be worn at all times. Thongs or flip-flops are not permitted for playgrounds. Students may go outside but they will not be permitted to play on the equipment.
- All belts, wristbands, neck bands with studs, spikes or dangerous protrusion that might endanger others are not permitted.
- No chains on wallets or belts are permitted
- Students’ shorts should be as long as the bottom of your index finger while arms are placed at your side.
- Please make sure that clothing fits well and that the student can remove it while using the restroom.
- Students are not permitted to wear skates, Heelys or any shoes with wheels.

**Students are not permitted to bring the following items to school:**
- Bicycle, scooters, skateboards
- Radios, cell phones, tape recorders
- Large amounts of money
- Electronic devices, I Pods, MP3’s
- Laser pens
- Yo-yos
- Permanent markers
- Items to trade with other students
- Firecrackers, or fireworks
- Indecent or gruesome items
- Matches or lighters
- Weapons (or look-a-likes), or illegal substances

If an item brought into school for recess becomes a classroom disruption the teacher or principal has the discretion to ban such item.

**Book Bag Policy**
Students may carry backpacks to school. They must remain in their locker or homeroom and be accessed during designated times. Book bags will be subject to security checks.

**Discipline Procedures**
The following discipline guidelines represent the input of the Department of Education, the Belle Vernon Area School Board, the citizens, the administration, the faculty and the students of Belle Vernon Area. The guidelines are an attempt to provide a step by step approach to the very important and complex issue of student conduct, while also giving clear direction to school personnel for day to day discipline problems.

The discipline policy presents four levels of misconduct, provides examples of misbehavior, general procedures by school personnel and list discipline options. It is important to note that students conduct, teacher response, and administrative response and action must be documented at each level. Final disciplinary action lies with the discretion of the principal.

**Definition of Terms:**
- **Detention** - The student will be assigned to a designated area in lieu of activities such as recess.
- **After School Detention** - The student will be assigned to a designated area from 3:45-4:15. If a student does not report for after school detention it will be rescheduled. If the student does not make up the after-school detention after three attempts, it will turn into a one-day suspension.
- **Suspension** - The students will not report to school for a period of one to ten days. A student who receives a suspension for more than three days must attend an informal hearing with their parent/guardian, the building administrator and the district superintendent.
- **In-school suspension** - The student will report to school and complete their daily school work in a designated area.
- **Expulsion** - The student will be permanently removed from school for a designated period beyond ten days. The penalty of expulsion may be imposed only by the Board of Education after a formal hearing.
- **Behavior Contracts** - A written agreement acceptable to both teacher/principal and pupil which state that the pupil will follow a certain course of action.

**Informal Hearing Procedure**
Informal hearings may be held with the principal, superintendent or designee. Parents and students will be invited to present information related to the disciplinary action. An informal hearing may be held for suspensions of more than three days but may be held at the principal’s discretion for suspensions fewer than three days.

**Formal Hearing Procedure**
A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no less than three members of the School Board. The hearing committee’s decision is advisory in cases of expulsion. A majority vote of the entire School Board is required to expel a student.

At a formal hearing, the following due process requirements are to be observed:
- Notification of charges in writing
- Sufficient notice of time and place of hearing
- The right to be represented by counsel
- The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses
• The right to demand that any such witnesses appear in person to answer question or be cross-examined
• The student’s right to testify and produce witnesses on his behalf
• A record must be kept of the hearing. The student is entitled, at the student’s expense, to a copy of the transcript
• The proceeding must be held with all reasonable speed

Where a student is dissatisfied with the result of the hearing, recourse can be held to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

**Levels of Misconduct**

**Level I**
Minor misbehaviors which impeded orderly classroom procedures and is usually handled by the teacher. The teacher should document a student’s behavior, both positive and negative, as part of the student’s daily record.

Examples: General classroom disturbances, insubordination, inappropriate language, disrespect, cheating, failure to complete assignment, failure to follow directions, running, boisterousness, hallway misconduct, classroom tardiness

Procedures: Immediate intervention by the teacher. A record should be kept of the incident. The records should include date, description and action.

Options: Verbal reprimand, teacher-student behavior contract, parent contact, parent conference, loss of recess, lunch detention, after school detention

**Level II**
Misbehavior that is frequent or serious enough to require administrative intervention. The Discipline Referral Form is used to refer continuing Level I misconduct to the building administrator

Examples: Continuation of Level I offenses, forge passes or excuses, profane language, class cutting, bus misconduct, gambling, leaving the classroom without permission, insubordination

Procedure: The discipline case is referred to the building principal. The Discipline Referral Form must accompany all cases referred. The referral form should be submitted as soon as possible.

Options: Principal-student behavior contract, parental conference, referral to proper evaluation agency, loss of recess, lunch detention, after school detention, in-school suspension, suspension

**Level III**
Acts against persons or property which endanger the health or safety of others

Examples: Continuation of Level I, Level II offenses, fighting, vandalism, stealing, threats to others, harassment, smoking or use of tobacco products, possession or use of fireworks, smoke bombs or other such devices, student demonstration, boycotts or walkouts, bullying, Possession/distribution/viewing of pornographic material

Procedure: Building administrator initiated the disciplinary action. A parental contact will be required in all cases.

Options: Suspension, expulsion, full restitution, notification of law enforcement agencies, in-school suspension, loss of recess, lunch detention, after school detention
Level IV
Acts which pose a direct threat or danger to the health and safety of others
Examples: Continuation of Level I, Level II and Level III offenses, assault/battery, arson, bomb threats, furnishing/selling/possession of drugs or alcohol, false alarms/tampering with fire control equipment, extortion, possession or transfer of dangerous weapon
Procedure: Administrator initiated disciplinary action. There will be involvement of parents, administrative staff, or Board and when necessary law enforcement agencies.
Options: Suspension, expulsion, notification of law enforcement agency

Phones
Cell Phones
Cell phone usage is prohibited in the school, on school buses or on school property at any time during the school day or at any school function, activity or event whether or not held on district school grounds. These devices can cause a distraction to the educational process. Upon suspicion or determination that a student is utilizing a cell phone, the students will be asked to voluntarily surrender the item. The student may pick up the cell phone at the end of the day for the first offense. For further offenses, the parents will be notified to retrieve the confiscated item. If a student refuses to surrender a cellphone further disciplinary action may be taken.

Office Phones
- Students and teachers will NOT be called out of class to answer a call unless it’s an extreme emergency.
- The secretary or nurse will make all calls home due to illness
- Please limit calls for missing or forgotten work
- Student that forgot dismissal or bus transfer notes will be permitted to contact home.
- Students will NOT be permitted to call home to organize events after school

ACADEMICS

Grades
The Board recognizes that a system of assessing student achievement can help students, teacher and parents to better assess the student’s progress towards personal educational goals. Grades are a teacher’s way to evaluate pupils on their scholastic achievement. Subject grades should not be used to enforce discipline. The teacher should have evidence in the form of specific marks earned during the grading period in his/her grade book to substantiate the grade.

- At the end of each nine weeks, each student will have both a percentage and letter grade recorded in the grade book. At student must have a 60% or better to pass.
- At the conclusion of the school year, all four percentages will be averaged together to arrive at the final percentage, which will be converted into the proper letter grade.
  - Students must make a 60% or higher to receive a passing grade for the year.
  - “I” represent incomplete work. It can be removed by completing the required work.
- Incomplete grades
  - All “I” must be made up within fifteen (15) school days after the end of the nine week period.
All incompletes must be made up in order to receive credit, otherwise they will result in a “0”. Any incompletes in the first three grading periods not completed by the 180th day, will result in a final average of “0”.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

**Report Cards**

Grades 1-6 receive grades four times a year at the end of each nine weeks. The report cards are computer generated. Report cards can be viewed online (HAC).

Kindergarten report cards are generated two times a year at the end of the second and fourth nine weeks. The first Kindergarten report card will be distributed to the students. The second kindergarten report card will be only available online through your Home Access Center (HAC). These report cards are standards based.

**Progress Reports**

For students who receive failing grades in the first five weeks of the grading period, the teacher issuing the grade will complete an “Unsatisfactory Progress Report” form. Parents/guardians can view progress reports online (HAC).

**Conference**

You may call or email your child’s teacher or principal if you wish to speak to them about a particular issue. Email addresses and phone extensions are listed on the district’s website. If you wish to speak to or to schedule a conference with your student’s teacher, please call the office or send in a note with your child to the teacher to request a conference. There are two designated times throughout the school year for parent teacher conferences (see School Calendar).

Teachers are available at the following times:

- Contract time of teachers is from 8:15am to 3:45pm
- Teachers will take phone calls from 8:15-8:30am and 3:30-3:45pm

**Cheating**

Students guilty of cheating will be given a “0” for the work and the parents and administrators will be notified. Students caught cheating are subject to disciplinary actions.

**Exemption from Activities**

**Assemblies/Programs/Activities**

The PTO provides assemblies/activities throughout the school year. Other assembly programs may also be scheduled throughout the year. The purpose of an assembly/program is not only to provide something of enjoyment for the students, but also to add to his/her educational experience. Students should realize that a lot of work goes into the scheduling, planning, fundraising and implementing of assembly programs.
If you do NOT want your child participating in any program, assembly or use of playground equipment, please notify the homeroom teacher in writing. The student will be given an alternative assignment.

**Opening Exercises**
The School District will uphold the laws of the Commonwealth of Pennsylvania and the United States concerning opening exercises for school. Each student shall be required to salute the flag (place right hand over their heart) and recite the Pledge of Allegiance during each day’s opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall be informed by the building principal, and the parent or guardian shall be required to furnish the school administration with a written statement of their child’s conscientious objection.

---

**Programs**

**Accessing Classroom Resources**
The district will be sending automatic phone calls and emails to parent regarding Emergency Broadcast, Parental Outreach and Student Attendance Communications. The system is programmed to call primary phone numbers of parents/guardians for a variety of reasons that impact the safety and academic performance of students.

**Helpful Websites**

**Eschools Plus Home Access Center**
Eschools Plus is a program designed for parents to access student information. It can be accessed by going to the district website.

- [www.bellevernonarea.net](http://www.bellevernonarea.net)
- [www.schoolcafe.com](http://www.schoolcafe.com)

**Accelerated Reader**
The Accelerated Reader Program is being graded in the fourth and fifth grade. This program is designed to increase overall reading achievement while fostering a life-long love of reading. The program has a simple three step process:

1. **Select a Book** – Students will pick a book within their reading level and interest from the book list.
2. **Read the Book** – Students read the book they chose.
3. **Take a Test** – Students will take a 5 to 10 question quiz that measures comprehension on key elements. Students earn points for completing each book.

**AR point goals for 4th & 5th grades include:**

- First Nine Weeks: 5 or more points
- Second Nine Weeks: 10 or more points
- Third Nine Weeks: 10 or more points
- Fourth Nine Weeks: 5 or more points

**AR point goals for 6th grade include:**

- First Nine Weeks: 5 or more points
- Second Nine Weeks: 15 or more points
- Third Nine Weeks: 15 or more points
- Fourth Nine Weeks: 10 or more points
**The Library will be open from 8:15-8:45 every morning and the librarian can assist with AR during this time.**

Kindergarten through third grade students will be encouraged to read an AR book each nine weeks.

**Physical Education**

Belle Vernon Area School District strongly supports health and physical education and the well-being of each and every one of its students. The district has made important changes in the grading of physical education classed moving from the satisfactory/unsatisfactory grade towards letter grades. By placing a higher standard on physical education, this grading system sends a message to students and parents about the importance of physical education.

**Grading Scale:** Students will not be graded on their physical ability, but by a three point system. Three points will be designated per day include:
- Students must participate to the best of their ability
- Students must follow rules and safety guidelines
- Students must demonstrate good sportsmanship

**Shoes/Attire**

Students must wear securely tied athletic sneaker and socks. No boots, slide-on shoes or any type of platform or wheeled shoes are allowed. Non-restrictive clothing is suitable for movement is to be worn on their “gym” days. Please avoid jeans or any type of skirt or dress.

**Medication Conditions**

Students that have any type of medication condition, limitation or excuse should be brought to the attention of the instructor prior to physical activity. This excuse should be signed by a parent or doctor and should indicate what activities can and cannot be performed in class as well as the length of time. Medical absence does not affect the student’s grade in physical education.

---

### STUDENT INFORMATION

#### Contact and Residency Information

**Student Information**

**Student Responsibility:**

Students should be able to tell the teacher, secretaries, nurse and cafeteria workers. It is important that students can tell their first/last name, address, home phone, emergency number and bus number. The school is NOT permitted to give out this information due to the Privacy Act.

**Changes to Information:**

Parents/Guardian must submit an accurate address for his/her child to the school office the first week of school. If you have changed addresses or phone numbers, you are to send a copy to the school office as soon as possible.

**Emergency Cards:**

Please make sure that emergency contacts are up to date and that contacts do not have to travel a long distance.

**Residency:**

Children must be living in Belle Vernon Area to come to school here.
Transfers:  If you are planning to transfers your student, you must contact the Guidance Counselor.  The following obligations must be completed prior to leaving:

- Hand in all resources to teacher
- Pay all obligations
- Provide new address to guidance counselor

**Parental Access**

Parental access to education records is governed by both federal and state law. These laws require all public school entities to

- Adopt policies and procedures regarding maintenance of and access to student’s educational records.
- Parents have the right to inspect, review, copy and request corrections of their child’s educational records.

**Special Circumstances**

Federal regulations give both natural parents the right to access their child’s education records unless there is a court ordered, state statute, or legally binding documents specifically prohibiting access. Absent a court order of similar decree to the contrary, a school district must comply with a parent’s request and grant access within forty-five days. If the child is a special education student, however, the school district must comply within thirty days of the request. This thirty or forty-five-day period is not designated to unnecessarily delay parental access, but rather allows the school district time to make an informed decision regarding the request to access.

As part of the notice of a parent’s right to access, the public-school entity has the responsibility to inform all parents of provision affecting parental access, and request verification of any court denying either parent access to records. It should be clearly stated to parents that it is the responsibility of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records.

According to regulation, public school entities may require parents to put in writing their request to inspect, review or copy their child’s education records. In cases where the request for access to records is made by a non-custodial parent, the public-school entity has the responsibility to verify the person’s identity and notify the custodial parent of the request. If a parent seeking to deny access does not respond to the school’s request information within the thirty or forty-five day time frame, the school must grant the request.

**Access Record**

Both federal and state law require public law require public school entities to maintain a list of all persons who have requested or obtained access to personally identifiable information contained in the student’s education record or the student’s special education record. The list must include the name of party making the request and the basis upon which the party claims the right to access the information and the date the request was made. The list must be made available to the student’s parents upon request.

**Domestic Violence**
In cases where domestic violence or other family conflicts are suspected, public school entities are strongly encouraged to verify the requester’s identity and address. A public school entity should never give student enrollment or record information over the phone.

In all cases involving family conflict, public school entities should do everything possible to ensure that the rights of all family members, parents, and children alike are protected. Public school entities are encouraged to seek advice of their solicitor related to specific cases which fall under the scope and sequence of special circumstances outlined above.

**Custody Issues**
Parents or guardians who are involved in custody situations with their children are to submit a copy of the standing and current court order to the office immediately. Court order statements will be fully honored by our staff. Please keep the office informed of any changes in the initially submitted statement due to situations that occur subsequent to our reception of the document. And requests or concerns must be submitted each new school term.

**Liability for Personal Property**
The school district will not be responsible for the personal property of pupils, employees or other persons using the school facilities. Articles of clothing, jewelry, money and other articles of a personal nature or constituting personal property such as radios, eyeglasses are the responsibility of the student, employee or person while he/she is in the school facility.

**Textbooks**
Students are responsible for the loss or damage to school books and school property. If the lost book is not returned prior to the end of the year, parents are responsible of purchasing the book. If the obligation is not paid prior to graduation, the student will not be permitted to graduate.

---

**STUDENT SERVICES**

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

Notice to Parents
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/ Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public
notice, each school district and intermediate unit shall publish written information in the
handbook and on the website.
Children ages three through twenty-one can be eligible for special education programs and
services. If parents believe that the child may be eligible for special education, the parent should
contact their district of residence. Contact information is listed at the end of this public notice.
Children age three through the age of admission to first grade are also eligible if they have
developmental delays and, as a result, need Special Education and related services.
Developmental delay is defined as a child who is less than the age of beginners and at least three
years of age and is considered to have a developmental delay when one of the following exists:
(i) The child’s score, on a developmental assessment device, on an assessment instrument which
yields a score in months, indicates that the child is delayed by 25% of the child’s chronological
age in one or more developmental areas, or (ii) The child is delayed in one or more of the
developmental areas, as documented by test performance of 1.5 standard deviations below the
mean on standardized tests. Developmental areas include cognitive, communicative, physical,
social/emotional and self-help. For additional information, contact the intermediate unit. Contact
information is listed at the end of this public notice.

Evaluation Process
Each school district and intermediate unit has a procedure in place by which parents can request
an evaluation. For information about procedures applicable to your child, contact the school
which your child attends. Parents of preschool age children, age three through five, may request
an evaluation in writing by addressing a letter to the Early Intervention Program Administrator,
Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA 15601-7190.

Consent
School entities cannot proceed with an evaluation or with the initial provision of special
education and related services without the written consent of the parents. For additional
information related to consent, please refer to the Procedural Safeguards Notice which can be
found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the
district will proceed with the evaluation process. If the parent disagrees with the evaluation, the
parent can request an independent educational evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professionals and the parents
determine whether the child is eligible. If the child is eligible, the individualized education
program (IEP) team meets, develops the program, and determines the educational placement.
Once the IEP team develops the program and determines the educational placement, school
district staff or intermediate unit staff will issue a notice of recommended educational placement/
prior written notice. Your written consent is required before initial services can be provided. The
parent has the right to revoke consent after initial placement.

Confidentiality of Information
The school districts and to some extent the intermediate unit maintain records concerning
children enrolled in the school, including students with disabilities. All records are maintained in
the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age
of majority under State law, must be obtained before personally identifiable information is
released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The
age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality
of personally identifiable information at collection, storage, disclosure, and destruction states.
One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. In accordance with 34 CFR & 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA). This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact your local school district. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

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

**Evaluation Process**

Each school district, intermediate unit and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, children, information, screening and evaluations request may be obtained by contacting the intermediate unit. Contact information is as follows:

**Westmoreland Intermediate Unit**
102 Equity Drive
Greensburg, PA 15601-7190
724 836 2460
1 800 327 9487

**Belle Vernon Area School District**
**BVASD Special Education Department**
300 Crest Ave
Belle Vernon, PA 15012
724 808 2500 ext 1105

The school district, intermediate unit or charter school will not discriminate in employment, education programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or become a person is a disabled veteran, or a veteran of the Vietnam era. No preschool, elementary, or secondary school pupil enrolled in the district, intermediate unit or charter school program shall be denied equal opportunity to participate in age and program activities instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.
Special Education Awareness Notice
The Belle Vernon Area School District and the Westmoreland Intermediate Unit work jointly to offer effective quality special education programming for the children in our district.

The Westmoreland Intermediate Unit (W.I.U. #7) encompasses an area which services 17 school districts within Westmoreland County. The purpose of the Intermediate Unit is to provide special education services and technical assistance in planning, developing, implementing, supervising, and administering special education programs in districts under its jurisdiction whether they are district-operated or intermediate unit operated programs.

The following is a list of the special education services and programs provided by BELLE VERNON AREA SCHOOL DISTRICT:

- Autism/Pervasive Developmental Disorder
- Deaf/Blindness
- Emotional Disturbance
- Hearing Impairment
- Instruction in the Home
- Life Skills
- Mental Retardation
- Mentally Gifted
- Multiple Disabilities
- Orthopedically Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Vision Impairment including Blindness

Referral Process
Initially, if a child at the elementary level (K-6) is recognized by school personnel or parents as experiencing learning or behavioral difficulties, a team convenes and discusses possible interventions to assist that child. Instructional modifications and adaptations are then determined and implemented in the regular education environment. If difficulties persist after interventions are tried, the team then reconvenes and recommends a multidisciplinary evaluation to determine the need of specialized instruction—a referral will be made after trying initial interventions directly to the school psychologist to begin a multidisciplinary evaluation with parent permission. At other grade levels, a team meets as listed above first. If necessary, a referral will be made after trying initial interventions directly to the school psychologist to begin a multidisciplinary evaluation with parent permission. Parents can also choose to request an evaluation in writing to the school district administration. This district then evaluates the child without cost to the parents. The teacher may, based on classroom performance of the child and acting as a representative of the school district, request that the child be referred for evaluation by the district. A parent’s permission to evaluation must be granted in writing before such an official evaluation can take place. No evaluation of the child may take place without parental permission.

Confidentiality of the information obtained in BELLE VERNON AREA SCHOOL DISTRICT’S Student Record Policy.

The Identification, Evaluation and Placement Process- The Education of Exceptional Children
The Individual with Disabilities Education Act, (IDEA) sets forth the following minimum procedures that must be followed in the identification, evaluation, and educational placement of exceptional children.

Step 1: A child is recognized by school personnel and/or parents as possibly being exceptional and in need of special education.
Step 2: At all grade levels a team convenes to discuss possible interventions to see if the learning and/or behavioral problem(s) can be corrected within the regular education environment. Instructional modifications within the regular classroom are implemented to ascertain if the problem can be corrected within the regular education utilizing appropriate modifications and adaptations. If difficulties persist despite interventions, the team recommends and makes a referral to the school psychologist to begin a multidisciplinary evaluation with written parent permission.

Step 3: An evaluation to specifically determine the child’s exceptionality, educational strengths, weaknesses and needs is scheduled by the school with prior knowledge and written approval by the parents. If agreement to evaluate is not achieved, either the school system or parents may initiate the procedural safeguard system. The evaluation procedures and materials must be selected and administered so as to not be racially or culturally discriminatory.

Step 4: A meeting with the parents, school personnel, and if appropriate the child is scheduled to discuss the results of the Evaluation Report (ER). Signatures are required indicating agreement or disagreement with the report. Those disagreeing are encouraged to write a dissenting opinion.

Step 5: If child is deemed exceptional, an Individualized Education Program (IEP) is developed based upon that evaluation. From this IEP team meeting or others that follow, the child’s (IEP) will be developed, written and agreed to by the school, parents, and the child (entire IEP Team) where appropriate. The IEP Team determines appropriate educational placement while maintaining Least Restrictive Environment.

Step 6: When and IEP is agreed to by the parents and school, then the parents are issued a Notice of Recommended Educational Placement (NOREP) to sign. The education to be provided to the child will be in conformity with the IEP. If for any reason the school and parents cannot agree on the appropriateness of the IEP, either party may initiate the system outlined in the procedural safeguards.

Step 7: At least annually, each child’s IEP and his/her school performance in relation to it will be reviewed for the purpose of specifying the future educational program for the child.

Step 8: At least every 3 years, a multidisciplinary reevaluation is conducted to review a child’s program and eligibility for special education. In the case of a child diagnosed intellectual disability, an evaluation will take place at least every two years.

**Gifted Students**

In accordance with the Boards philosophy to develop the special abilities of each student, the Board requires that appropriate instruction program be conducted to meet the need of exceptionally gifted and talented pupils of school age. Ability of candidates shall be evidenced by:

- Achievement in school work
- Scores on tests measuring intellectual ability and aptitude
- The judgments of teacher, psychologist, administrators, and supervisors familiar with the demonstrated ability of the pupil

While acceleration ahead of grade should be approached with caution, gifted or capable students may be so advanced after thorough discussions by the professional staff and approval of the parents and principal.
Children in Transition

It is the policy of our district to view children as individuals. Therefore, the policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state and district wide assessments and accountability systems. Our school will ensure that children and youth in transition are free from discrimination, segregation and harassment.

*Children and youth in transition* means children and youth who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters.
- Children and youth who are using private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.
- Migratory children and youth who are living in situation described above.

A child or youth shall be considered to be in transition for as long as he or she is in a living situation described above.

Elementary Student Assistance Program (ESAP)

The Elementary Student Assistance Program, or ESAP, is instituted in response to state regulations. The ESAP team helps to strengthen the relationship between school, families, and human service organizations. The team consists of school personnel, including the principal, the guidance counselor, the school nurse, and teachers who have all undergone an extensive training. Faculty or staff makes referrals to the ESAP team when they witness behaviors that may indicate more serious problems. With parental involvement, the ESAP team will research the situation and will create a plan recommending services to resolve the problem. If the family is interested in recommendations, the ESAP team will help to coordinate the services, either in the school or within the community. The ultimate goal of the ESAP team is to help students succeed in school by helping them overcome barriers that are making learning difficult.

Psychological Counseling Services

Belle Vernon Area School District parents are not charged for psychological counseling services that students require if the service is a necessary related service.

---

**Wellness**

**Health Services**

Our school nurse provided these general health screening services:

- Vision
- Hearing
- Weight and Height

The nurse assists the school physician and dentist with screenings.
**Procedures for visiting the nurse**

1. Students should report illness to their classroom teacher. Students must have a written pass from the teacher before reporting to the health room/office for illness.
2. The health room is used for emergencies only, and at the discretion of the school nurse or principal.
3. The school nurse or the office will send home students who have a fever, are throwing up or have sustained a serious injury at school.
4. If the nurse is not available and a student is coughing excessively in class, complaining of a headache or stomach ache and is not feeling well enough to remain in school, the student is permitted to go to the school office and they will call a parent or others on the emergency card for them to be taken home.
5. Students with rashes, bites, bee stings, injury or a fever are to be sent to the school nurse.
6. The school district is not responsible for medical expenses for injuries suffered at school.
7. AED’s are available in the school. They are in a secure, safe location and school personnel have been trained in its use.

**Special Health Problems**

Students with special health problems are to report to the school nurse at the beginning of the school year or when such problems arise. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, asthma, recent surgery, medication or anything that might limit students at school.

**Immunizations**

Children not meeting the immunization requirement for school entry by the first day of the school year will not be admitted. Pennsylvania State Law required students to have completed the following immunizations:

- Diphtheria and Tetanus (DTaP, DTP, Td or DT)
  - Minimum of four doses, with forth dose given on or after the fourth birthday.
- Polio (OPV or IPV)
  - 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given).
- Hepatitis B Series
  - Three properly spaced doses.
- Measles, Mumps, Rubella (MMR)
  - Two doses
- Varicella (Chicken Pox) Immunity
  - Two doses, vaccine or history of disease

**Head Lice**

Parents and students should be aware that the possibility of lice infestation is common with younger children, especially during fall and winter seasons. Lice are spread from person to person by various means including head to head contact, sharing hats, clothing, brushes, combs, hair accessories, etc. and can easily infect even the cleanest child.

The school district does conduct periodic screening; however, it is important that you also inspect your child for lice periodically. Head lice should be suspected when there is persistent itching and scratching of the scalp and the back of the neck. If a child has lice, very small tan or
brown colored eggs, called nits, will be visible especially around the nape of the neck and above the ears. The nits will be firmly attached to the hair shaft close to the scalp. Once the lice have hatched, the nits will appear clear or white in color. Adult lice are small, wingless, brownish in color, and about the size of a sesame seed. They cannot jump or fly from person to person. Although lice eggs may look like dandruff, they cannot be easily removed as dandruff. A fine tooth comb is needed to remove the louse egg and help break the chain of transmission.

A child who has head lice will be excluded from school and will remain out the school until nits and lice are no longer present. In order for your child to be re-admitted to school, the child must be brought to the school by a parent, guardian, or other responsible adult to be examined by the school nurse. If your child is not able to be re-admitted after three consecutive school days, it will be necessary for your child to be evaluated by his/her family physician for further treatment. Once cleared by your family physician, a written statement signed by the doctor must be presented upon your child’s return to school.

If you suspect that your child has head lice, please contact your family physician or school nurse for instructions on how to treat the condition. Video tape and other educational information on the identification, treatment, and prevention of head lice are available at each school for your use. Also, if you discover lice or nits on your child, please notify the school nurse immediately in order that appropriate measures may be taken to insure containment. Together we can control the problem and help all children achieve an uninterrupted healthy school year.

**Too Sick for School?**
Symptom by symptom, here are some guidelines to help you decide whether your child should stay home from school

**Fever**
If your child’s temperature is 100.4°F or higher, keep your child at home. Your child should be fever-free for 24 hours (without medicine) before returning to school.

**Mild Cough/Runny Nose**
If there is no fever and the child feels fairly good, school is fine.

**Bad Cough/Cold Symptoms**
Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. But when the cough improves, and the child feels better, then it is time to return to school.

**Diarrhea or Vomiting**
Keep your child at home until the illness is over and for 24 hours after the last episode without medicine.

**Sore Throat**
A minor sore throat is usually not a problem, but severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat are headache and stomach upset. Keep your child home from school and contact the doctor. Your child needs a special test to determine if it is strep throat. He/she can return to school after 24 hours antibiotic treatment.

**Earache**
The child needs to see a doctor

**Pink Eye (Conjunctivitis)**
Keep the child home until a doctor has given the OK to return to school. Pink eye is highly contagious and most cases are caused by a virus, which will not respond to antibiotic. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.

**Rash**
Children with skin rash should see a doctor, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial infection that is very contagious and requires antibiotic treatment. Also, fifth disease is a contagious viral illness spread by cough and sneezes; it’s no longer contagious by the time the rash appears.

**Over the Counter Medications**
In accordance with the laws governing public school systems, the Commonwealth of Pennsylvania requires all medications given in schools to have both a physician order and parent/guardian consent. Our school physician has provided standing orders for students in the Belle Vernon School District for a limited number of over the counter medications. This means that once we have your consent and signature, the medications on the list of standing orders may be given to your child by the certified school nurse or the RN assistant.

**Emergency Care- Standing Orders**
Dr. Marc Cordero, M.D., School Physician

<table>
<thead>
<tr>
<th>Acetaminophen</th>
<th>Minor Pain/Fever</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Acetaminophen</td>
<td>Minor Pain/Fever</td>
</tr>
<tr>
<td>Ibuprofen</td>
<td>Minor Pain/Fever</td>
</tr>
<tr>
<td>Diphenhydramin HCl</td>
<td>Allergic Reaction</td>
</tr>
<tr>
<td>Calcium Carbonate Antacid</td>
<td>Dyspepsia</td>
</tr>
<tr>
<td>Collyrium Eye Wash</td>
<td>Ocular Irritation</td>
</tr>
<tr>
<td>Saline Contact Solution</td>
<td>Contact Lenses</td>
</tr>
<tr>
<td>Hydrogen Peroxide</td>
<td>Antiseptic</td>
</tr>
<tr>
<td>Isopropyl Alcohol</td>
<td>Antimicrobial</td>
</tr>
<tr>
<td>Bactine</td>
<td>Antiseptic</td>
</tr>
<tr>
<td>Bacitracin Ointment</td>
<td>Wound Care, Antibacterial</td>
</tr>
<tr>
<td>Caladryl</td>
<td>Skin Irritation, Contact Dermatitis</td>
</tr>
<tr>
<td>Epi-pen, Jr. Auto-injector 0.15 mg</td>
<td>Anaphylaxis</td>
</tr>
<tr>
<td>Silver Sulfadiazine</td>
<td>Burns</td>
</tr>
<tr>
<td>Glucagon Emergency Kit</td>
<td>Severe Hypoglycemia w/ Unresponsiveness</td>
</tr>
<tr>
<td>Glucometer/Blood Glucose Testing</td>
<td>Management of Diabetes Mellitus</td>
</tr>
<tr>
<td>Glucose Tablets/Gel</td>
<td>Minor Score Throat, Cough</td>
</tr>
<tr>
<td>Cepacol Lozengers</td>
<td>Toothache, Stomatitis</td>
</tr>
<tr>
<td>Oral Anesthetic</td>
<td>Cardiac/Respiratory Distress</td>
</tr>
<tr>
<td>Oxygen PRM @ 4L/min</td>
<td>Cardiac Arrest</td>
</tr>
<tr>
<td>AED</td>
<td>Serious Accident and/or Illness</td>
</tr>
<tr>
<td>Ambulance Transport (R/WNES)</td>
<td></td>
</tr>
</tbody>
</table>
General Policies

Lost and Found
Articles found in and around the school should be placed in the lost and found box located on the side of the stage. Students and parents may claim their property by identifying it.

Insubordination
Students have an obligation to comply with reasonable request from school officials. Any student behavior which undermines the authority of school officials in the conduct of his/her school function will not be tolerated, nor will any show of disrespect towards school authorities.

Extortion
No student shall obtain property or services or any benefits from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual threatened force, violence, or fear.

Nondiscrimination Practices
The board declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin or handicap/disability.

Fire Drill Procedure
Fire drill regulations and direction are posted above the door of each classroom. The fire drill signal is much different from other bells or buzzers. When the signal sounds, all work is to be stopped. All windows are to be closed, lights are to be turned out and the door closed by the last person leaving the room. Students leaving everything and leaving quickly and quietly, following the leader out the proper exits in single file to a distance of at least 300 feet from the building. The class or group should remain together and arrange so as to facilitate the taking of roll by the teacher in charge. Each teacher is responsible for all students assigned to his/her and should be with his/her groups at all times. The Fire Marshall requires all teachers to have their roll book with them when evacuating the building for fire. No children, parents, visitors, teacher or other personnel are to remain in the building during a fire drill. Everyone will re-enter the building when the signal is given.

False Fire Alarms or Tampering with Safety Equipment
No student shall willfully, maliciously or recklessly tamper with fire alarms, security alarms, fire extinguishers, emergency exit doors, emergency exit lights, directions, information, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate or interfere with its intended use. No person shall intentionally and/or recklessly pull, play with, hang on, or otherwise manipulate fire and/or safety alarms in any way that interferes with their intended use.
PARENT INVOLVEMENT

Criminal Background, Child Abuse Checks, and FBI Clearances
The new Child Abuse Prevention legislation, which has extensively amended the Child Protective Services Law (CPSL), includes significant changes to background check requirements for current and future volunteers.

All volunteers must update their clearances every five (5) years beginning July 1, 2015. The following clearances are required under law:

- Criminal Record Clearance
- Child Abuse Clearance
- Federal Criminal History Record Information (PIN)

However, the FBI clearances may be waived for a prospective volunteer if they have been a resident of Pennsylvania during the entire last ten-year period. That being the case, the volunteer must “swear and affirm in writing” that they have not been convicted of any crime (reportable offense) by signing the PA Disclosure Statement Affidavit. This will need to be signed in the building office with a witness present.

A volunteer may locate applications for clearances on the following websites:

Pennsylvania Child Abuse Clearances
http://dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
Pennsylvania State Criminal History Background Check
https://epatch.state.pa.us/Home.jsp
Federal Criminal Record Check
www.identogo.com Volunteer code: 1KG6Y3

Clearances are kept on file in the school office at Rostraver Elementary. In order to keep clearances active, you must volunteer at least once per year in the building.

Federal Criminal History Record Check applicants must apply online at the site and then receive fingerprints at designated location. Make sure that you read the requirements for identification in order to receive your record check. All originals should be provided to the school office, in order to make copies and place in your file.

Parent Teacher Organization
The Parent Teacher Organization (PTO) works collaboratively with the school to provide services to improve the educational programs of the school. The PTO has several programs requiring parent volunteers. Activities include:

- Library Volunteers
- Homeroom Parents
- Helping with Parties
- Attending PTO meetings or being a member
- Book Fairs
Parents wishing to be a **PTO officer and/or committee member, or chaperone field trips** must complete all three (3) clearances: the Pennsylvania State Criminal History Background Check, Pennsylvania Child Abuse History Clearance, and Federal Criminal History Record Check or a signed PA Disclosure Statement Affidavit.

**Parent Volunteers**
Parent volunteers, including cafeteria, will be supervised and under the direction of an elementary school staff member at all times. All volunteers must adhere to the rules of confidentiality regarding incidents occurring during volunteer activities. Participation in the parent volunteer program can and will be terminated at the sole discretion of the elementary principal, with or without cause. All volunteers:

- Are encouraged to be a member of the Marion PTA
- Must be approved by the Elementary School Principal
- Receive PA state Criminal History Background Check and PA Child Abuse History Clearances and Federal Criminal History Record Check or a signed the PA Disclosure Statement Affidavit
Disclosure Statement Application for Volunteers

Required by the Child Protective Service Law, 23 PA.C.S. Section 6344 (relating to information relating to prospective child-care personnel)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

- The position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten year periods.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the last five years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statute or of offenses similar in nature to those crimes under the laws or former laws fo the United States or one of the territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth.

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709.1 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b) Felony (relating to prostitution and related offenses)
Section 5903(c)(d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children)
I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five (5) years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five years or have been convicted for any of the crimes listed above or of offenses similar in nature to those crimes under the law as or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participating in a program, acidity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice on not later than 72 hours after their arrest, conviction or notifications that I have been listed as a perpetrator in the state wide database.

I understand that if the person responsible for employment decision or the administrator of a program, activity or service has reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participating in a program, acidity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decision or administrator of a program, activity or service shall immediately require me to submit current clearances obtain through the Department of Human Services, the Pennsylvania State Police, the Federal Bureau of Investigation, as appropriate. The cost of the clearance shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information require above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or administrator of a program, activity or service is require to maintain a copy of my clearance’s.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes code

Name: ______________________________ Signature: ___________________________ Date: __________
Witness Name: _______________________ Signature: ___________________________ Date: __________

The Vision Statement of the Belle Vernon Area School District is to
“Access the Future through Excellence in Education”
**Fundraisers**
The Belle Vernon Area School District Board of Education has adopted a personalized wellness policy that incorporated goals for nutritional education, physical activity, nutrition guidelines for food services in schools, physical education and other school-based activities.

Students are not permitted to sell items in school. Students are not permitted to take any fundraiser items home on the bus. Parents must pick up the fundraisers at school and distribute it at home. The money earned from these events goes towards assemblies/programs, activities, field trips, student yearbooks and other activities throughout the school year.

**Visitor Procedures**
Visitors must have a scheduled meeting or delivery. Visitors will remain outside until meeting or delivery is confirmed. All visitors will be escorted to their scheduled destination. All doors will be kept closed and securely locked during the school day. Visitors must have identification, sign the daily log at the security desk, receive visitor’s badge, and give their destination and reason for being in the building.
Parent Signatures

The following items require your signature on the emergency card acknowledging your understanding/consent of:

Understanding of Handbook

The Rostraver Elementary Handbook contains both Federal and Pennsylvania School Laws and Belle Vernon Area School District Policies and Procedures. Each policy is noted throughout the handbook. The handbook is updated annually. It is our hope that you will keep the handbook available for quick and easy reference through the school year. Please refer to the table of contents located at the beginning of the handbook.

After reading the handbook with your child, please sign and check the appropriate line on the emergency card. In no way does your signature indicate that you agree with all aspects of the handbook or discipline code. Your signature is required only to verify that you have read the handbook with your child/children and are aware of the state laws and the district policies and procedures.

Internet Safety

As the parent or legal guardian, I have read and understand and agree that my child or ward shall comply with the terms of the School District’s Acceptable Use and Internet Policy for the student’s access to the School District’s computer network and the internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child’s and ward’s responsibility for abiding by the Policy. I am therefore signing & checking the emergency card and agree to indemnify and hold harmless the School, the School District, and the Data Acquisition Site that provides the opportunity to the School District for computer network and internet access against all claims, damages, losses and costs, or whatever kind, that may result from the child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District computer network and the internet.

Integrated Pest Management

The Belle Vernon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building custodians, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Application will be made only when authorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two (2) days following the application.
Parents and guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and gel type baits placed in areas not accessible to students and gel type baits placed in cracks, crevices or voids and swimming pool maintenance chemicals. Please indicate your preference of notification on the emergency card. Each year the district will prepare a new notification registry.

**Media Permission**

There is a possibility your child may be photographed, and/or interviewed by the media (television, radio station, and/or newspaper) for the Belle Vernon Area School District. These images or media could be used for the website, publications or other community resources. Please check yes or no on the emergency card.

**Permission to Administer Over the Counter Medication**

Please provide parental and/or guardian consent to provide your child with over the counter medication by the school nurse or RN assistant.
BELLE VERNON AREA SCHOOL DISTRICT
PERMISSION TO MAINTAIN AND ADMINISTER MEDICATIONS

PLEASE COMPLETE THE FOLLOWING INFORMATION IN ORDER FOR YOUR CHILD TO TAKE PRESCRIBED MEDICATIONS DURING SCHOOL HOURS.

A WRITTEN PHYSICIAN PRESCRIPTION MUST ACCOMPANY ALL MEDICATIONS. MEDICINE SHOULD BE SENT TO SCHOOL IN THE CURRENT AND CORRECTLY LABELED PRESCRIPTION BOTTLE OF PACKAGE REFLECTING THE STUDENT’S NAME, MEDICATION NAME, DOSAGE AND FREQUENCY OF ADMINISTRATION.

STUDENT’S NAME: _______________________________________ GRADE: ____ HOMEROOM: ____

NAME OF MEDICATION: __________________________________________________________________

DIAGNOSIS: ________________________________________________________________________________

DOSAGE: _________________________________________________________________________________

TIME OF DOSAGE: _____________________________________________________________________

______________________________________________________________

DOCUMENTATION OF DOSAGE CHANGE:

1. NAME OF MEDICATION: _____________________________ DATE OF CHANGE: ____________

   DOSAGE: _________________________ FREQUENCY: _______________________ TIME: ____________

   SPECIAL INSTRUCTIONS: ________________________________________________________________

   _____________________________________________________________

2. NAME OF MEDICATION: _____________________________ DATE OF CHANGE: ____________

   DOSAGE: _________________________ FREQUENCY: _______________________ TIME: ____________

   SPECIAL INSTRUCTIONS: ______________________________________________________________

   _____________________________________________________________

I grant permission for authorized school personnel to administer or witness the administration of the above medication as prescribed. I assume all responsibilities of making this request to have the medication administered and for the benefits or consequences of the medication. I hereby release the Belle Vernon Area School District and its employees from any and all liability incidental to providing services requested as herein requested.

SIGNATURE OF PARENT/GUARDIAN: _________________________________ DATE: _____________

TELEPHONE NUMBERS:

HOME: _______________________ WORK: _______________________ CELL: ________________________

Medication must be brought to the Health Room or the Main Office immediately upon arrival at school. Controlled substances such as Ritalin, Adderall, and Pain Medication MUST BE BROUGHT TO SCHOOL BY THE PARENT OR GUARDIAN. Please ask your pharmacist to label an extra bottle for you to send prescription medication to school.
FAMILY VACATION/EDUCATIONAL TRIP

Under the 2010-11 Belle Vernon Area School District Attendance Policy, student absences from school resulting from family vacations with an educational value will be granted ONE (1) TIME PER YEAR FOR NO MORE THAN FIVE (5) DAYS. If the student is absent more than allowable, the absences will be marked UNLAWFUL/UNEXCUSED.

Family Vacations/Educational trips shall be ruled excused if:

- The parent/guardian provides a written request for excusal to the building principal on this form provided by the school district, which will indicate the school days to be missed, the destination of the trip, and the educational value of the trip. THE REQUEST MUST BE MADE AT LEAST FIVE (5) SCHOOL DAYS PRIOR TO DEPARTURE. The trip request will not be approved if the student requires a medical excuse for his/her absences.

- If the trip exceeds ten (5) school days, the prior approval of the superintendent is required, in addition to the prior approval of the principal.

- The student shall complete this form from the building principal to present to his/her teachers in order to obtain assignments.

- The student shall give completed assignments to his/her teachers and arrange for the completion of additional assignments and/or tests.

- All academic work shall be completed within a time period not exceeding the number of days absent as a result of the trip.

This Educational Trip form, Sections A and B, shall be completed and returned to the Principal and/or Superintendent’s Office five (5) days prior to the trip.

A completed request requires the classroom teachers’ signatures and that of the building principal indicating that (A) The student is presently in good academic standing and (B) Assignments will be given to the student to cover class content missed while the student is absent.

Please Circle:

Building:  BVAMS  BVAMS  MES  RES
Grade:  K  1  2  3  4  5  6  7  8  9  10  11  12  Updated 8/18/18

“The Vision Statement of the Belle Vernon Area School District is to Access the Future Through Excellence in Education.”
Section A: (PARENT/GUARDIAN TO COMPLETE THIS SECTION)

Student Name __________________________ Grade ______ School __________________

Parent/Guardian Name _________________________________________________________

Address ______________________________________________________________________

Telephone _____________________________________________________________________

Dates the student plans to be absent from school _________________________________

Educational Itinerary
___________________________________________________________________________

___________________________________________________________________________

DATE ____________________________ (SIGNATURE OF PARENT/GUARDIAN)

Section B: (TEACHERS AND BUILDING PRINCIPAL TO INDICATE STUDENT’S ACADEMIC STANDING AND THAT ASSIGNMENTS WILL BE GIVEN.)

Teacher(s) Signature

________________________________________

Academic Standing/Subject Assignment Given

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Principal’s Signature

________________________________________

(5+ Days) Superintendent’s Signature ________________________________

Please Circle:

Building: BVHS BVAMS MES RES

Grade: K 1 2 3 4 5 6 7 8 9 10 11 12

Updated 8/18/18

“The Vision Statement of the Belle Vernon Area School District is to Access the Future Through Excellence in Education.”
BVA Board Policies

Polices are revised periodically throughout the school year. Policies outlined in this handbook were current at the time of publication. Revised polices take precedent of policies outlined in the 2018-2019 student handbook. All polices are located on the Belle Vernon Area School District website: https://www.boarddocs.com/pa/belv/Board.nsf/Public#

BVA POLICY 101 Mission Statement

Adopted: September 22, 2014
Last revised: June 13, 2019

Authority

District Mission Statement
Belle Vernon Area School District, in partnership with our community, is committed to inspiring all students to own their futures by providing academic, social, technological, and personal opportunities for growth and development.

Vision Statement
Graduates are prepared to embark on their own pathway to success.

Shared Values
In order to prepare students to be future-ready learners, the Belle Vernon Area School District believes that:

1. Students learn best in an environment where they feel safe and welcome.
2. Leaders are developed through citizenship, responsibility, and accountability.
3. Students can explore meaningful connections through opportunities in academics, athletics, arts, and activities.
4. All students can grow academically, socially, and emotionally.
5. We provide various pathways to individual student success.
6. Effective school community/parent cooperation is essential.

BVA POLICY 102 Academic Standards

Adopted: September 22, 2014
Last Revised: December 15, 2014

Purpose
The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[1][2]

Definition
Academic standards - shall be defined as what a student should know and be able to do at a specified grade level. For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.[3]
Authority
The Board shall approve academic standards for district students to attain, in the following content areas:

1. English Language Arts.
3. Science and Technology - to include reading in science and technology, and writing for science and technology.
5. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies.
6. Arts and Humanities.
8. Health, Safety and Physical Education.

Guidelines
The district’s curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.

BVA POLICY 103 Nondiscrimination/Discriminatory Harassment -- School and Classroom Practices

Adopted: September 22, 2014
Last Revised: March 25, 2019

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

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.
The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

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

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.[20][21][22][23][24][25][26]

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

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

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

  1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
  2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant’s access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district’s nondiscrimination procedures in the following areas:

1. **Curriculum and Materials** - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. **Training** - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. **Resources** - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. **Student Access** - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. **District Support** - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. **Student Evaluation** - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. **Complaints** - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim’s participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.

4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim’s participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district’s legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.

6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines
Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district’s report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.
Step 2 – Investigation
The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone’s participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.[27][28][29]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district’s investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report
The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.
The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.[30][31][32]

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.
REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISCRIMINATORY HARASSMENT

Complainant: ______________________________________________________________
Home Address: ________________________________
Phone Number: _____________________________________________________________
School Building: ____________________________________________________________________
Date of Alleged Incident(s): _______________________________________________________

Alleged discrimination/discriminatory harassment was based on: ____________________

Name of person you believe violated the district’s discrimination/discriminatory harassment policy: ____________________

If the alleged discrimination/discriminatory harassment was directed against another person, identify the other person: ____________________

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e., offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct). Attach additional pages if necessary: ____________________________________________

When and where the alleged incident(s) occurred: ____________________

List any witnesses who were present: ____________________________________________

This complaint is based on my honest belief that ________________________ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature ______________________ Date ______________________

Received By ______________________ Date ______________________
BVA POLICY 105.2 Exemption from Instruction
Adopted: September 22, 2014

Authority
The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.[1][2]

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

The district shall excuse any student from specific instruction, subject to the following conditions:
1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request to be excused shall be sent by the qualifying parent/guardian or student to the building principal.
   One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented.
   When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.
4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.
5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the district.
6. The building principal shall determine where the student shall report during the time the student is excused.
7. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.[3][4]

BVA POLICY 112 School Counseling
Adopted: September 26, 2016

Purpose
A guidance counseling program is an integral part of the instructional program of district schools. Such a program can:
1. Assist students in achieving their optimum potential.
2. Enable students to significantly benefit from the offerings of the instructional program.
3. Identify intellectual, emotional, social and physical needs.
4. Aid students in recognizing options and making choices in vocational and academic educational planning.[1]
5. Assist students in identifying career options consistent with their abilities and goals.
6. Help students learn to make their own decisions and to solve problems independently.
Authority

The Board directs that students shall be provided a program of guidance and counseling which involves the coordinated efforts of all staff members, under the professional leadership of certificated guidance and counseling personnel.[1][2]

Delegation of Responsibility

The Superintendent or designee is directed to implement and maintain a guidance program that serves the needs of students.

Guidelines

The district's program of school counseling shall:

1. Be an integral part of the instructional program at all levels of the school district.
2. Involve staff members at every appropriate level.
3. Honor the individuality of each student.
4. Be coordinated with services provided by locally available social and human services agencies.[3]
5. Cooperate with parents/guardians and address their concerns regarding the development of their child.
6. Provide means for sharing information among appropriate staff members in the best interests of the student.[4]
7. Be available equally to all students.[5][6]
8. Establish a referral system that utilizes resources offered by the school and community, guards the privacy of the student, and monitors the effectiveness of such referrals.

BVA POLICY 121 Field Trips

Adopted: September 22, 2014

Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Authority

The Board shall be informed of all field trips approved by the Superintendent and shall approve those field trips that are planned to keep students out of the district overnight or longer.[1]

Any field trip request that requires overnight stay shall be submitted to the Board at least one (1) month prior to the proposed trip.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.
The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

**Delegation of Responsibility**
The Superintendent or designee shall develop administrative regulations for the operation of field trips.

**Guidelines**
Field trips shall be governed by guidelines which ensure that:
1. The safety and well-being of students shall be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.
8. Students must participate and travel with the group until the field trip or activity is completed. Students must remain with the group until it returns to the school or until excused by the sponsor or administrator.
9. A field trip or activity teacher or district employee must accompany the group, handle any emergency, and make the necessary reports to the Superintendent or building principal.

**Chaperones**
The building principal shall be responsible to determine the appropriate number of chaperones for an educational field trip. All chaperones accompanying field trips must obtain their Federal Criminal Record Check, Pennsylvania Child Abuse History Clearance, and Pennsylvania State Criminal History Background Check, which shall be submitted to the building principal.[3][4]

**Administration of Medication**
The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs.[5][6]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[7][8]

**BVA POLICY 130 Homework**

Adopted: September 22, 2014

**Purpose**
The purpose of homework assignments should be to:
1. Develop student responsibility and study habits.
2. Provide practice and reinforcement of skills presented by the teacher.
3. Broaden areas of interest through enrichment.
4. Provide opportunities for parents/guardians to know what their child is studying.
5. Encourage parent/guardian and child interaction.

**Guidelines**
Each student shall be responsible for completing homework assignments as directed.[1]

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students’ time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school. Homework shall not be assigned as a form of punishment.
BVA POLICY 210 Medications

Adopted: April 28, 2014

Purpose
The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions
For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority
The Board directs all district employees to comply with the Pennsylvania Department of Health’s Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[1][2]

Delegation of Responsibility
The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students’ medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist and building principals, and revised as necessary.

Guidelines
The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]
Delivery and Storage of Medications
All medication shall be brought to the nurse’s office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student’s medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student’s name.

Prescription medication shall be delivered in its original packaging and labeled with:
1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student’s name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.
All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber’s Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications
Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:
1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications
Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]
1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student’s health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior. The nurse shall provide periodic and ongoing assessments of the student’s self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.
Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district’s substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

BVA POLICY 211 Accident Insurance

Adopted: September 22, 2014

**Purpose**
The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.

**Authority**
The Board shall annually provide, at no cost to the Board, parents/guardians the opportunity to purchase insurance coverage for students for unforeseen accidents that may occur to students in the course of attendance at school or student participation in school athletic and extracurricular programs.

The Board shall require parents/guardians of students who participate in an interscholastic or intramural athletic program, cheerleader program, and designated extracurricular programs and activities to purchase the student accident insurance available through the school district or provide proof of comparable insurance, prior to the student’s participation.

**Delegation of Responsibility**
The Superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of students who may be eligible for insurance purchase.
3. Develop administrative regulations or procedures for designating additional activities and programs that may require proof of insurance coverage.

BVA POLICY 218.1 Weapons

Adopted: September 22, 2014

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

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority
The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to or from school.[2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2][4]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][5][6][7][8][9][10]

Delegation of Responsibility
The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district’s emergency preparedness plan.[11][12][10]

Guidelines
The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[11][13][2][14][15][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[14][16][10]

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form, in accordance with state law.[13][10]

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[2]
Transfer Students
When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

BVA POLICY 218.2 Terroristic Threats

Adopted: September 22, 2014

Purpose
The Board recognizes the danger that terrorist threats by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definition
Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[1]

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[1]

Authority
The Board prohibits any district student from communicating terrorist threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][3][4][5][6][7]

If a student is expelled for making terrorist threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility
The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terrorist threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district’s emergency preparedness plan.[8][9][7]

Guidelines
Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat.[10]

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terrorist threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][11][12][13][7]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terrorist threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the
school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[12][14][7]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[11][7]

BVA POLICY 222 Tobacco/Nicotine

Adopted: September 22, 2014
Last Revised: March 25, 2019

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

Definitions
For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

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

Authority
The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][2][3]

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9]

Delegation of Responsibility
The Superintendent or designee shall notify students, parents/guardians and staff about the Board’s tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs, Code of Student Conduct and on the district website.[1]

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

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[9][10][11]

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[9][12]

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[9][10][12][13][14]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars ($50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[15]

BVA POLICY 226 Searches

Adopted: September 22, 2014

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]
**Delegation of Responsibility**

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

**Guidelines**

**Individualized Suspicion Searches**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student’s mobile telephone or other electronic device, without the student’s consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

**Random or General Searches Without Individualized Suspicion**

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.
Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency. [8]

**Searches Upon Consent**

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student’s consent to random searches or inspections a condition of access to the privilege. [6]

**Searches by or at the Request of Law Enforcement Officials**

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search. [8]

**Locker Inspections and Searches**

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.
Metal Detectors
A random search of students and visitors may be conducted with hand-held or stationary metal detectors in order to deter and to detect the possession of weapons by students/visitors on school grounds, on a school bus, or at any school-related or school-sponsored activity.

Information shall be issued to all students and parents/guardians at the beginning of each school year, advising them of the possibility of metal detector searches and notices shall be posted at school sites.

Metal detectors shall be used only as a screening device to determine if any further search is necessary. Students/Visitors who activate the metal detector shall be subject to a further search, in accordance with Board policy and established administrative regulations.

When a search is conducted at a given school site, either every student shall be searched, or a random selection of students shall be searched, i.e., every fifth student. School administrators shall not exercise any discretion in determining which students to search, and all students who are searched shall be subject to the same procedures.

Searches Involving Removal of Clothing or Examination Beneath Clothing
Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student’s person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student’s person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches
Any items or material found during a search or inspection, the student’s possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

BVA POLICY 227 Controlled Substances/Paraphernalia
Adopted: September 22, 2014

Purpose
The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.
Definitions
For purposes of this policy, controlled substances shall include all:[1][2]
  1. Controlled substances prohibited by federal and state law.
  2. Look-alike drugs.
  3. Alcoholic beverages.
  4. Anabolic steroids.
  5. Drug paraphernalia.
  6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
  7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
  8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority
The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities
This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Discipline Code if any of the following circumstances exist:[14]
  1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
  2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
  3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
  4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Discipline Code if conducted in school.
  5. The conduct involves the theft or vandalism of school property.
  6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility
The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:
  1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school.[17][18][19]
  2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
  3. Provide education concerning the dangers of abusing controlled substances.
  4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.
Guidelines
Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[17][18][21][22][23][13]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[21][24][13]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[18][13]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids
The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[26][20]

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:[27]
1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.
4. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing
If based on the student’s behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

BVA POLICY 237 Electronic Devices

Adopted: September 22, 2014

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

**Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

**Authority**

The Board prohibits use of electronic devices by students at school, except as specified in this policy. Electronic devices are prohibited in locker rooms, bathrooms, health suites and other changing areas at any time.[1][2]

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities at all times.[2]

The Board establishes that use of electronic devices by students may be permitted in accordance with the following: Electronic devices may be used in the cafeteria before school, after school, and during lunches. If use of the device causes a disruption of any kind, the student shall be required to put the device away. If the student refuses to put the device away, the device shall be confiscated.

Electronic devices may be used during study hall. If use of the device causes a disruption of any kind, the student shall be required to put the device away. If the student refuses to put the device away, the device shall be confiscated.

Electronic devices may be used during the normal course of an instructional lesson if the teacher incorporates its use for educational purposes. If use of the device causes a disruption of any kind, the student shall be required to put the device away. If the student refuses to put the device away, the device shall be confiscated.

Once the bell rings for students to move to another class, students are required to put the electronic device away and remove any earphones, if applicable. Electronic devices shall not be used in the hallways.

Use of cellular phones for calling and texting purposes during school hours is prohibited. If an emergency call needs to be place, students are required to go to the office to make the call on their cellular phone. The district shall not be liable for the loss, damage or misuse of any electronic device.

**Electronic Images and Photographs**

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

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

**Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Discipline Code if any of the following circumstances exist:[3] The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]

Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Discipline Code if conducted in school.

The conduct involves the theft or vandalism of school property.

There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board’s electronic device policy.

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

**Guidelines**

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.[3][6][7]

The confiscated item must be retrieved by a parent/guardian.

**Exceptions**

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:
Health, safety or emergency reasons.

An individualized education program (IEP).[8]

Classroom or instructional-related activities.

Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[21]

Student is a member of a volunteer fire company, ambulance or rescue squad.

Student has a need due to the medical condition of an immediate family member.

Other reasons determined appropriate by the building principal.

**BVA POLICY 246 School Wellness**

Adopted: September 26, 2016
Last Revised: October 22, 2018
Purpose
Belle Vernon Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority
The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility
The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website,
student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership. [2][3]

**Guidelines**

**Recordkeeping**

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

**Wellness Committee**

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community. [2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process. [3]

**Nutrition Education**

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences. [6][7][8]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.
**Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

**Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Physical activity breaks shall be provided for students during classroom hours.

**Physical Education**

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

**Other School Based Activities**

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12][13][14]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9][15][16][17]
District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, “grab & go breakfast” and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[11]

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Goals of the School Wellness policy shall be considered in planning all school based activities.

**Nutrition Guidelines for All Foods/Beverages at School**

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[11][12][15][16]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

**Competitive Foods**

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][18][19]

*Competitive foods* are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.[3][18]

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][18]
The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[18]

**Fundraiser Exemptions**
Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[18]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

**Non-Sold Competitive Foods –**
Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. **Rewards and Incentives:**
   a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

2. **Classroom Parties and Celebrations:**
   a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
   b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
   c. Classroom parties shall offer a minimal amount of foods (maximum 1 item) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
   d. Fresh fruits/vegetables; and
   e. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
   f. Items brought in by parents/guardians must be properly labeled with ingredients.

**Shared Classroom Snacks:**
   a. Shared classroom snacks are not permitted in district schools.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.
**Marketing/Contracting -**
Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][18]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[21]

**Management of Food Allergies in District Schools**
The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[22]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

**Safe Routes to School**
The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

**BVA POLICY 249 Bullying/Cyberbullying**
Adopted: September 22, 2014
Last Revised: March 25, 2019

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

**Definitions**
Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]
**Authority**

The Board prohibits all forms of bullying by district students.\[1\]

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

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

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

**Discrimination/Discriminatory Harassment**

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

**Confidentiality**

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

**Retaliation**

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

**Delegation of Responsibility**

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.\[1\]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.\[1\]

District administration shall annually provide the following information with the Safe School Report:\[1\]

1. Board’s Bullying Policy.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

**Guidelines**
The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][4][5]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

**Education**
The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][6][7][8]

**Consequences for Violations**
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][5][9]

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

---

**BVA POLICY 251 Children and Youth in Transition**

Adopted: September 22, 2014
Last Reviewed: February 27, 2017

**Authority**
The Board recognizes its obligation to ensure that children and youth in transition have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify children and youth in transition within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.[1][2][3]

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of children and youth in transition, based on the recommendation of the Superintendent.

**Definitions**
Children and youth in transition are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:[4]

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.
10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

**Delegation of Responsibility**

The Board designates the Superintendent to serve as the district's liaison for children and youth in transition and their families.

The district's liaison shall coordinate with:
1. Local service agencies that provide services to children and youth in transition and their families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of children and youth in transition in schools, family shelters, and soup kitchens.

**Guidelines**

Students shall not be discriminated against, segregated nor stigmatized based on their status as children and youth in transition.

**Enrollment/Placement**

To the extent feasible, and in accordance with the student's best interest, a student shall continue to be enrolled in his/her school of origin while s/he remains in transition or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a child or youth in transition may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.
Services

Children and youth in transition shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.[1][5]

Transportation

The district shall provide transportation for children and youth in transition to their school of origin or the school they choose to attend within the school district.[1][5]

If the school of origin is outside district boundaries or students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[5]

BVA POLICY 806 Child Abuse

Adopted: September 22, 2014
Last Revised: November 19, 2018

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[1][2][3][4]

Definitions

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

Adult - an individual eighteen (18) years of age or older.[5]

Bodily injury - impairment of physical condition or substantial pain.[5]

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[6][7]

Child - an individual under eighteen (18) years of age.[5]

Child abuse - intentionally, knowingly or recklessly doing any of the following:[5]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
   a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
   b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
   c. Forcefully shaking a child under one (1) year of age.
   d. Forcefully slapping or otherwise striking a child under one (1) year of age.
   e. Interfering with the breathing of a child.
   f. Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
   g. Leaving a child unsupervised with an individual, other than the child’s parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:
   1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
   2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
   3. Is necessary for self-defense or defense of another;
   4. Is necessary to prevent the child from self-inflicted physical harm; or
   5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child’s control.

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

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

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child’s welfare; or an adult who resides in the same home as the child.
Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[5]

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[5]
   1. A youth camp or program.
   2. A recreational camp or program.
   3. A sports or athletic program.
   4. A community or social outreach program.
   5. An enrichment or educational program.
   6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[5]

Routine interaction - regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.[5]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5]

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[5]
   1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
   2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[5]
   1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
   2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:[5]
   1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
      a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
      b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
      c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
      d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

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

**Student** - an individual enrolled in a district school under eighteen (18) years of age.[5]

**Volunteer** - an unpaid adult individual, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child’s welfare or has direct contact with children.[14]

**Delegation of Responsibility**

The Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[6][7][15][16][17][18]

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant’s certifications are current.[19][20][21]

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[20]

Certification requirements for volunteers are addressed separately in Board Policy 916.[22]

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

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.[23]

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

**Guidelines**

**Aiding and Abetting Sexual Abuse**

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[15][16][17][18][21][24][25][26][27]
This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

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

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

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

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

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

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

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

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

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.
Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[31]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[32]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[33]

**Reporting Procedures**

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[14][34][35]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[14][34][35]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.[14][34][35]

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.[36]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[37][38][39][40][41][42]
Investigation
The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[14][43]

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[44]

BVA POLICY 808.1 Student Meal Charging

Adopted: November 23, 2015
Last Reviewed: March 27, 2017

Purpose
The Belle Vernon Area School District (the school district) is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are:(PDE-010)

1. To establish a consistent and official district policy regarding meal charges and collection of charges.
2. To treat all students with dignity in the serving line regarding meal accounts.
3. To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
4. To establish policies that are age appropriate.
5. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

Delegation of Responsibility
Food Service Department - Responsible for maintaining charge records and notifying the building principal of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low our outstanding balances.
The District - Responsible for supporting the Food Service Department in collection activities.
The Parent/Guardian - Responsible for making immediate payment.

Guidelines
Policy Administration

1. Free and Reduced Students.
   a. Free lunch status student will not be permitted to have a negative account balance due to charging items. Free lunch status permits a child to receive a free meal every day. A la carte items are not part of the National School Lunch Program.(PDE-SNP-50)[1]
   b. Reduced lunch status students will be allowed to have a negative account balance up to the maximum dollar equivalent of six (6) reduced price meals which will herein be referred to as the "account cap". Reduced status allows a student to receive meals at a price greatly reduced from the regular meal price.

84
2. All Other Students.

   a. Elementary Students: Will be permitted to charge up to a maximum dollar equivalent of three (3) meals as the account cap. A la carte items are not permitted to be charged by any student at any time.
      
      i. These meals will include any meal on the menu.
      
      ii. Notices of low or deficit balances will be sent to parents/guardians at regular intervals as needed.
      
      iii. When the child reaches the account cap, they will be offered a designated entree alternate plus any offered fruit, vegetables and milk. A designated entree example would be a cheese sandwich.
      
      iv. The designated menu alternate will be charged to the child's lunch account at the regular lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service department.
      
      v. No a la carte items will be sold to a child who has a negative balance without first paying off the negative balance amount.
   
   b. Middle School Students: Will be permitted to charge up to a maximum dollar equivalent of two (2) meals as the account cap. A la carte items are not permitted to be charged by any student at any time.
      
      i. These meals will include any meal on the menu.
      
      ii. Notices of low or deficit balances will be sent to parents/guardians at regular intervals as needed.

      iii. When the child reaches the account cap, they will be offered a designated entree alternate plus any offered fruit, vegetables and milk. A designated entree example would be a cheese sandwich.

      iv. The designated menu alternate will be charged to the child's lunch account at the regular lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service department.

      v. No a la carte items will be sold to a child who has a negative balance without first paying off the negative balance amount.
   
   c. High School Students: Will be permitted to charge up to a maximum dollar equivalent of two (2) meals as the account cap. A la carte items are not permitted to be charged by any student at any time.
      
      i. These meals will include any meal on the menu.

      ii. Notices of low or deficit balances will be sent to parents/guardians at regular intervals as needed.

      iii. When the child reaches the account cap, they will be offered a designated entree alternate plus any offered fruit, vegetables and milk. A designated entree example would be a cheese sandwich.
iv. The designated menu alternate will be charged to the child's lunch account at the regular lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service department.

v. No a la carte items will be sold to a child who has a negative balance without first paying off the negative balance amount.

3. Balances owed: Collection of balances owed will be attempted by the Food Service Department as needed for students with negative balances throughout the year. All accounts must be settled by the parent/guardian before the last day of school. All unpaid balances will be turned over to the school district on or before June 30.

   a. When a payment by check is returned for NSF, a letter will be sent to inform the parent/guardian from the Food Service Department. Payment for the NSF check must be in the form of cash or cashier's check. The amount of the original check will not be deducted from the student's meal account upon notice from the bank and a fifteen dollar fee will be charged.

   b. If there is no response to correct balances owed from charges or NSF checks by the parent/guardian, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

      i. Delay the issuance of report cards.
      ii. Prohibit participation of the student or other students in the student's household from participating in any future program until or unless outstanding balances are resolved, i.e., school musical, prom, etc.
      iii. Prohibit student participation in senior activities or graduation exercises.
      iv. Referral to small claims court and/or District Attorney's office.

4. End of year charges.

   a. Three (3) weeks prior to the last day of school, the point of sale system will be set to not accept deficit account payments from any student including the account cap limits.

   b. Students who do not have money and have insufficient balance to cover meals will be provided a designated alternate entree as previously noted. The meal alternate will be charged at the standard lunch rate and reported as previously noted.

   c. Charges not paid by the end of the year will be turned over to the school district on or before June 30 with the exception of senior students who must pay all charges before receiving their cap and gown.

   d. All seniors will receive a notice in May of remaining money in their point of sale account. They can request to move the money into a sibling's point of sale account or to elect to receive a refund. Refund requests will be made via check from the Food Service Department.

5. Each district cafeteria utilizes a computerized point of sale system with an online prepayment system. The system maintains a record of all monies spent by each student and is available online to the parent/guardian. Upon request, a printout will be sent to the parent/guardian. The Food Service Department will inform parents/guardians that meals can be paid for in advance to minimize the possibility that a child could be without meal money on a given day.
a. If a student is without meal money on a frequent basis:

i. The Food Service Department will investigate the situation more closely.

ii. The Food Service Department may contact the parent/guardian by phone to request money for the purchase of meals or to encourage the parent/guardian to apply for free or reduced price meals.

iii. The Food Service Department may request intervention from a school counselor to determine if a more serious household situation exist.

b. Blocks on accounts: A parent may request by phone or in writing that the Food Service Department place a limit or note on the child's account to prohibit purchases of certain items or at a set dollar cap.

c. Refunds:

i. Withdrawn students: For any student who is withdrawn, a written request for any money remaining in a students' meal account must be submitted. An email request is also acceptable.

ii. Graduating students: Students who are graduating at the end of the year will be given a refund per above established guidelines or transferred to a sibling's account.

iii. Unclaimed funds: Households must request refunds within the current school year. Any unclaimed funds not requested before June 30 of the current school year become the property of the Food Service Department.

BVA POLICY 810.2 Transportation-Video/Audio Recording

Adopted: April 28, 2014
Last Revised: February 27, 2017

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

Definitions
School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority
The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]
The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

Delegation of Responsibility
The Board directs the Superintendent or designee to ensure that:
1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]
2. This policy is posted on the district's publicly accessible website.[2][3]
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[2]

Guidelines
The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district’s use and disclosure of recordings. Recordings considered part of a student’s educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[4][5]

BVA POLICY 815 Acceptable Use of Internet, Computers and Network Resources
Adopted: September 22, 2014

Purpose
The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs and provides electronic information services and devices to students and employees in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration; to promote educational excellence and creativity; and to promote efficiency and effective workplace skills.

The district provides students, staff and other authorized individuals with access to the district’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Access to resources such as intranet, Internet and email have significant implications for the instructional program, operational efficiency of the district, and professional development opportunities.

While access to local, national, and international sources of information are vital to the work of students and staff, electronic information resources carry with them the responsibility to respect and protect the rights of users and providers. Users are expected to act in a responsible, ethical and legal manner in accordance with the mission and policies of the Belle Vernon Area School District, and of state and federal laws and regulations.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions
The term child pornography is defined under both federal and state law.

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

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[3][4]
1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]
1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[5]
1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district’s computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district’s Internet, computers or network resources, including personal files or any use of the district’s Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district’s Internet, computers and network resources.[6][7][8]

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[4]
1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[9][10][11]
5. Bullying.[12]
6. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[3][4][14]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[14]

Upon request, building administrators may authorize the temporary disabling of Internet blocking/filtering software by the network administrator, administrators, or teachers, to enable access for bona fide research or for other lawful purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requester may appeal the denial to the Superintendent or designee for expedited review.[3]

**Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][15]

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[12][16]
Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[4][15]
1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[12][16]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[17]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[18]
15. Loading or using unauthorized games, programs, files, or other electronic media.
16. Playing games or participating in competitions, except for supervised educational purposes.
17. Disruption of the work of other users.
18. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
19. Quoting personal communications in a public forum without the original author's prior consent.
20. Accessing the Internet, district computers or other network resources without authorization.
21. Disabling or bypassing the Internet blocking/filtering software without authorization.
22. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:
1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[18][19]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

BVA POLICY 918 Title I Parent and Family Engagement

Adopted: July 23, 2018

Purpose
The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[1][2]

Definition
Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority
The Board directs the district and each of its schools with a Title I program to:[1]
1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.

3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
   a. Distributed in writing to all parents and family members.
   b. Incorporated into the district's Title I Plan.[3]
   c. Posted to the district's publicly accessible website.[4]
   d. Evaluated annually with parent and family involvement.

4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility
The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[5]

Delegation of Responsibility
The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[3]

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:
   1. Providing communications in clear and simple language.
   2. Posting information for parents and family members on the district's website.
   3. Including a telephone number for parents and family members to call with questions.
   4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:
   1. An explanation of the reasons supporting their child's selection for the program.
   2. A set of goals and expectations to be addressed.
   3. A description of the services to be provided.
   4. A copy of this policy and the School-Parent and Family Compact.[6]

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[1]
   1. Volunteer in their child's classroom.[6]
   2. Support their child's learning.
   3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

Guidelines
Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[1]

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits. [1]
The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.\[^3\]

At these meetings, parents and family members shall be provided: \[^1\]

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

- Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
- Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
- Analyze and share the results of the Title I Parent/Family Survey.
- Distribute and discuss the School-Parent and Family Compact.
- Host various parent and family nights at each school building with a Title I program.
- Actively recruit parents and family members to participate in school review and improvement planning.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.\[^1\]\[^3\]

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:\[^1\]

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.\[^2\]\[^7\]

2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
   a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
   b. Using technology, including education about the harms of copyright piracy, as appropriate.\[^8\]
   c. Providing information, resources and materials in a user friendly format.
   d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
   e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.

3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.\[^9\]

4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.\[^1\]\[^3\]\[^11\]\[^3\]\[^12\]\[^3\]\[^14\]\[^15\]
5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.

Coordinating Parent and Family Engagement Strategies
The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws:

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

Annual Parent and Family Engagement Policy Evaluation
The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.

The evaluation shall identify:

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.

School-Parent and Family Compact
Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:

1. Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Title I Funds
Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:

Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
• Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
• Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices
Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.