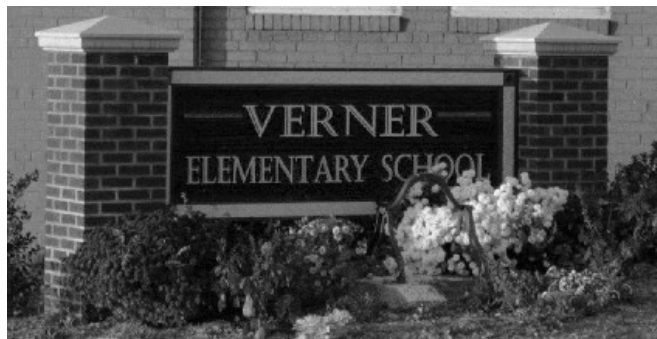


RIVERVIEW SCHOOL DISTRICT

ELEMENTARY LEVEL

# STUDENT HANDBOOK



RIVERVIEW SCHOOL DISTRICT

*ADMINISTRATIVE OFFICE*

701 Tenth Street, Oakmont, PA 15139

412-828-1800; [www.rsd.k12.pa.us](http://www.rsd.k12.pa.us)

RIVERVIEW SCHOOL DISTRICT  
ELEMENTARY LEVEL

## WELCOME!

Riverview School District (RSD) is about learning. Everything we do is carefully designed to create the best learning environment for our students. We know that student learning is the top priority for our families as well, and invite your participation in the learning programs at Tenth Street and Verner Elementary Schools.

We are looking forward to an exciting and successful year. This handbook will provide you with information regarding the guidelines concerning the workings of the school. Your cooperation is crucial to helping us provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly. If you have any questions, do not hesitate to call the school office, or contact your child's teacher. We have added the *Elementary Code of Student Conduct* and our RSD Board's Policy on *Bully Prevention* to this handbook, please familiarize yourself with this.

On behalf of the Elementary Level faculty and staff we would like to extend an invitation for you to visit our schools, attend your child's programs, and become an active member in the PTO and volunteer programs. We are very happy to have you and your child with us.

Sincerely,

Jason Shoaf and David Zolkowski  
Verner and Tenth Street Principals

## ELEMENTARY LEVEL TIME SCHEDULE

- 8:00 a.m. .... Grade-level teachers report
- 8:00 a.m. .... Students wishing to purchase breakfast may enter the building and go straight to the cafeteria
- 8:20-8:30 a.m. ... Students not purchasing breakfast may enter the building and go straight to their classrooms
- 8:30 a.m. .... Class begins
- 3:05 p.m. .... Students are dismissed

### MORNING ARRIVAL

Students may begin entering the building at 8:20 a.m. and classes begin at 8:30 a.m. Students ARE NOT to arrive to school prior to this time. This is especially crucial during bad weather. If your child is late in the morning he/she must use the office entrance as all other doors will be locked.

These procedures are designed for the safety and well being of your children. There is no outside supervision before school begins.

Students are to be in the building and in their classroom seats at 8:35 a.m. Those students not in class at 8:35 will be considered tardy.

BREAKFAST begins at 8:00 a.m. and ends at 8:20 a.m. Breakfast is NOT considered child-care.

### EARLY RELEASE OF STUDENTS

Early dismissal should only be used for emergencies. We encourage you to try and schedule your child's appointments around school hours. **At no time will a child be allowed to sign out and go home alone.** When a child is ill, a parent, guardian, or the emergency contact person must report to school to sign the child out. All students taken from the building during the school day must be signed out at the school office.

### STAYING AFTER SCHOOL

There will be times when students are to stay after school for disciplinary reasons, to finish work, complete make-up work, etc. Parents will be notified if children are to be kept after school.

### CROSSING GUARD SCHEDULE

The crossing guards are on their posts according to the following schedule.

7:45 -8:30 A.M.                      2:55 -3:30 P.M.

## EMERGENCY CLOSING OF SCHOOL

If Riverview School District or any of its buildings are closed due to inclement weather or other types of emergency situations, parents are encouraged to listen to the "School Closed" announcements over local radio stations. Announcements are usually made from 6:00 a.m. to 8:30 a.m. on the following radio station: KDKA-1020AM. An ALERT NOW message will also be sent to all phone numbers specified to receive them.

During delay emergencies, students are not to arrive at school until the established starting time, nor be left without first checking at the office.

During inclement weather many children ride to and from school. Please approach the school so that the children can get out of the car on the school side of the street.

## SAFETY TO AND FROM SCHOOL

Instruct your youngster on the proper walking route to and from school and why it is important to stick to it.

Take your youngster on a "safety walk" along the exact chosen route and point out hazards to them. Even with the presence of an adult crossing guard, a child should still stop (**at the curb or outer edge of parked cars**) and look left-right-left for approaching traffic and cross only when **NO** vehicle is advancing. And, of course, they must never run into the street.

Young children are unable to judge the distance and speed of approaching vehicles.

**KEY MESSAGE: CROSS AT THE CORNER!** Please do not park across the street and walk your child to the sidewalk. Please do not allow your child to cross in the middle of the block. This is very dangerous. Drivers don't expect any children to be in the street when they see the crossing guards at the corners.

### SAFE WALKING TIPS . . .

- Cross at crosswalks. Keep to the right in the crosswalk.
- Before crossing - look all ways.
- At signalized crosswalks, cross only on proper signals.
- Watch for cars. Be sure that the way is clear before you cross.
- Avoid crossing between parked cars.
- Where there is no sidewalk and it is necessary to walk in the roadway, walk on the left side, facing traffic.
- Never accept a ride from a stranger.
- When returning home, do not enter the house if anything looks suspicious.

Periodically review these safety rules with your child to help ensure safety to and from school.

## **PARKING**

When waiting for your child at school, please **do not park** your car along the yellow curbs. It is permissible to pause to discharge you child along the curb, but do not park and enter the building. Please make sure that all students exit their cars on the sidewalk side --- *not into passing traffic*. Students discharged on the opposite side of the street from the school building should cross at the crosswalk with the help of the crossing guard. On occasion the police have ticketed cars that parked illegally. For safety purposes and so the crossing guard and safety patrols can do their jobs without obstruction, we ask your cooperation in this matter.

## **TRANSPORTATION CHANGE**

Please notify the office in advance and/or advise the teacher if there is to be a change in the transporting of your child. If no written notification is received, your child will follow his/her regular method of getting home.

## **BUILDING GUIDELINES**

Children (K-6) will be permitted to enter the building after 8:20 a.m. Classes start at 8:35 a.m. The children enter the building at the following entrances:

**Children will be dismissed at the same door they enter and should go home promptly.**

**Entrances:** All entrances will be locked at 8:30 a.m. This is most important for the safety of our students. Anyone needing to enter the elementary building after 8:30 a.m. must use the office entrance.

**Children meeting younger brothers or sisters** should leave school and walk to a prearranged spot or the dismissal door of the younger child and wait outside.

**Reinforce with the K-3 children that if you are to pick them up and you don't arrive on time, they should go to the office and wait for you.**

## **RESPECT FOR OUR BUILDING**

Chewing gum is not permitted.

Heelies are not permitted.

We expect each child to help take care of our building and grounds by:

- a. taking all papers home for parents to read;
- b. not putting stickers on lockers, totes or desks;
- c. caring for materials and books (families are responsible for lost books);
- d. being considerate of others who use the restrooms; and
- e. reporting anyone defacing property.

***Students are to follow their classroom rules at all times.***

We can make our school a beautiful place if everyone helps and if everyone cares. We expect all children to listen to all teachers and work cooperatively with their classmates.

## TELEPHONE CALLS

Telephone calls to the school requesting that messages be delivered to students should be restricted to emergency situations only. Students are encouraged to use the phone for emergencies only and not to make arrangements to visit with friends after school hours. After school visits should be planned the day before and the children are encouraged to go HOME FIRST then make arrangements to visit friends.

## DROP-OFF OF FORGOTTEN ITEMS

**DROP OFF FORGOTTEN ITEMS** in the office. They will be delivered to your child's classroom.

## SCHOOL VISITATIONS

All visitors are requested to report to the office when entering the building. Please be advised that the secretary or principal may ask to see a Photo ID. A visitor's pass will be necessary before visiting any other part of the building. It is important that this regulation be followed so that classes are not interrupted unnecessarily.

**DO NOT** go directly to the classroom even though you are well known and are frequently at school. **PLEASE DO NOT** go into the halls to wait for your children after school.

## ABSENCE FROM SCHOOL

Parents are expected to see that their children attend school on time every day. However, there are three basic reasons for an excused absence according to the school law. They are: **personal illness, death in the family, or an urgent reason that is affecting the child.** When in doubt of the legality of an absence, parents are requested to contact the child's school principal.

**After a child's absence from school, the parent is required by state law to send a note within 3 days with the child explaining the reason, date or dates of the absence, and a phone number where the parent or guardian can be reached. The child should present this excuse to his/her homeroom teacher.**

In order that all students can be accounted for each day, parents and guardians **are required** to call the school (**412-828-1800 Tenth Street Extension #2001, Verner Extension #3001**) if your child is going to be absent that day. If your child is not in school and we do not receive a call from you, then the school will call you to see what the problem may be. **IT WOULD HELP IF YOU MAKE THE PHONE CALL FIRST.** We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his/her tardiness. In grades K-3, continued tardiness will result in a parent conference. In grades 4-6 at Tenth Street, after the fifth tardy, and each subsequent time the child is tardy a detention will be assigned.

**Homework** - When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The teacher will be notified and will prepare homework form each of your child's classes. Homework assignments can be picked up in the office **at the end of the school day** or sent home with another child, if requested. Please note that the office secretaries leave at 3:30 p.m. The Tenth Street Homework Area is open until 6:00 p.m.

**Family vacations** - Please try to schedule family vacations or educational trips to run concurrently with School District vacations. With the State of Pennsylvania (PSSAs) and the Federal Government's "No Child Left Behind" legislation, it is very important that students be in school for the entire 180-day schedule.

## **EMERGENCY CARDS**

There are occasions when it is necessary to get in touch with parents but no one is available. For this reason we are asking parents to fill out **three Emergency Cards for Tenth Street students** and **two cards for Verner students** and return them to the school. These cards will be sent home with your child and they should be filled out and brought back to the homeroom teacher.

*Please be sure your child knows where to go in an emergency or when no one would be home. Notify the school secretary, in writing, of any changes during the school year regarding telephone numbers, addresses, or the name of the emergency contact person.*

## **ACCIDENTS**

If your child is injured at school we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the above mentioned information form.

## **ILL CHILDREN**

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school.

## **MEDICATION POLICY**

For the protection of your child, school policy DOES NOT allow medication to be given at school without a written request and signature from both physician and parent. Forms are available at school. Please ask your doctor to schedule medications, including antibiotics to be given when your child is not in school whenever possible. This POLICY APPLIES TO ALL MEDICATIONS. Refer to the RSD Medications Policy as amended July 1999.

## **REPORT CARDS**

Report cards are sent home four times during the school year. The teachers usually schedule Parent Conferences after the first report period. Check the school calendar for exact dates when report cards are sent home.

## **HOMEBOUND INSTRUCTION**

Homebound instruction can be provided for a student at no cost to the parents. If a student is going to be absent for more than two weeks and the school receives a written note from the physician to indicate the reason homebound instruction is recommended, then schoolwork can start at home with a teacher. The request should be presented to the building principal.

## **INSURANCE**

Each student may purchase school insurance. Necessary information and registration forms will be sent home at the beginning of the school year.

## **LOST & FOUND ITEMS**

A Lost and Found box is located in the school building near the office. Children are encouraged to bring any article they find to the school office and to check for articles they may lose. Whenever possible, parents are encouraged to sew or mark their child's name on their clothing. Parents are encouraged to check the Lost and Found Box.

## **VALUABLES AT SCHOOL**

Items having a value for your student usually have an attractive appeal for others. Valuable items can disappear from backpacks, which hang in the hall. We cannot be responsible for, nor insure against, damages or losses to personal property. When in doubt, we ask that you leave valuables at home.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are available for students in kindergarten through 6th grade. Menus are published by the month so students may take a menu home each month.

**Reduced and free breakfasts and lunches are available for qualifying families. An application must be filled out and sent to the Superintendent for approval each school year. The forms will be sent home the first week of school or may be obtained through the office at any time during the year.**

## **CAFETERIA GUIDELINES**

- Please stay at your seat for the entire lunch period. Ask an adult for permission to get up and move.
- Sharing food is not permitted.
- Always use an indoor voice and acceptable table manners.
- Never leave the lunchroom without permission. Students should use the bathroom and wash their hands BEFORE coming to lunch.
- Glass containers are not permitted.
- All food must be eaten in the cafeteria.
- No buying "extras" unless you have eaten "HEALTHY."



- Do not throw food. The disciplinary action for throwing food will be the loss of cafeteria privileges for one week.

## **FOOD, CANDY, AND SOFT DRINKS**

Food, candy, and soft drinks are not to be brought to school by students for consumption during a regular class period or before school, except for special projects that have been scheduled by the instructor and approved by the principal's office.

## **PARENT-TEACHER ORGANIZATION**

The purpose of the Parent-Teacher Organization is to establish a direct line of communication and cooperation between the school administration, parents, teachers and students of the elementary school. Your active participation will help make the organization successful.

Tenth Street Elementary PTO meetings are the 2nd Tuesday of every month at 6:30 p.m.  
Verner Elementary PTO meetings are held the 1st Tuesday of every month at 7:30 p.m.

The PTO would like to welcome new parents and invite them to become a part of our PTO. We are looking forward to an exciting year with you and our past members.

## **CLASSROOM VOLUNTEERS**

Parents are encouraged to share their time and talents with students as a classroom volunteer. Depending upon the needs of the teacher, volunteering might include anything from clerical and cleanup assistance, tutorial help, sharing of a particular expertise, or other specific instructional help. Parents can also volunteer to help in the library.

## **PARTY INVITATIONS**

If your child is going to bring invitations to school for a party, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations outside of school.

## **SPEECH THERAPIST**

A speech therapist works with children in grades K-6 after speech problems are identified through a screening program.

A speech therapist is in our building on a part-time basis and this service is available students who qualify for this service.

## **VERNER TITLE 1 PROGRAM**

Under Title 1 Federal Program a highly qualified teacher is available to work with children that are having difficulties in reading and math. The lab teacher also assists teachers in implementing the reading and math programs in the classroom and is available for assessing and teaching children with reading and math difficulties. At Tenth Street, a reading specialist is available for students experiencing difficulties in reading.

## SCHOOL COUNSELOR

An elementary school counselor is available to address concerns of students, teachers, or parents. The counselor works to facilitate each student's success by supporting and consulting with teachers and administration, by collaborating and communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance, and by making appropriate contact and referrals to community service agencies. The counselor also works with the administration and teachers to plan and implement PSSA.

## STUDENT ACTIVITIES

Student Council  
Band

Safety Patrol Elementary Chorus  
Orchestra

*Students participating in these student activities must complete the Riverview School District "Good Citizenship Pledge" and have it signed by their parent/guardian.*

## STUDENT PICTURES

A professional photographer takes pictures of students once a year. Students are asked to have their money at the time the pictures are taken, and full refund will be returned if you are not satisfied with the pictures.

## IMMUNIZATIONS

For your child's admission to any school, Pennsylvania Law requires proof that certain immunizations have been given.

Diphtheria/Tetanus	4 or more doses One dose given on or after 4th Birthday
Polio	3 or more doses
Measles	2 doses at age 12 months or older
Mumps	2 doses at age 12 months or older
Rubella	2 doses at age 12 months or older
Hepatitis B*	3 doses properly spaced
Varicella	1 dose or active dis

If you are moving out of the district, please request a copy of your child's immunization record to present to the new school.

## SMOKING POLICY

All Riverview School District buildings are SMOKE FREE facilities. Act 145 amends Title 18 (Crimes and Offenses Code) to prohibit students from possessing and using tobacco products on school property. The Act grants authority to school districts to initiate prosecution for student violations, establish fines plus court costs, and states that the school districts will receive the fines. The state also mandates that there is a 50 foot

smoke-free zone around the school for any and all individuals. Also, see Appendix A ~ the "Code of Student Conduct" (RSD Policy #237).

## **ELEMENTARY DISCIPLINE PROCEDURES**

All policy connected with Student Discipline is contained in the RSD School Board Policy (RSD 237) "Code of Student Conduct" in Appendix A and Policy (RSD237-2) "Bully Prevention."

In the classroom and throughout the school we strive to develop responsible students who are able to follow school rules and practice self-discipline. To accomplish this goal, children are given opportunities within the school to practice good decision-making, independence and freedom within specific limits. If for some reason a child's behavior becomes a serious problem, an individualized approach would be used that can follow the steps outlined below:

### **Step One**

Step One infractions include minor misbehavior on the part of the student, which impedes orderly classroom procedures and learning opportunities. Or in general, minor misbehavior that interferes with the orderly operation of the school.

#### **Procedures:**

These misbehaviors can usually be handled by the teachers, but may require the intervention of the principal. Parents may be contacted if behavior persists.

#### *Examples:*

Running or pushing

Harassing others

Unnecessary noise

Improper language

Talking out in class

Disobeying the crossing guards

#### ***Possible Disciplinary Action:***

Verbal reprimand

Withdrawal of school privileges

Detention (Morning - Recess - After-School)

### **Step Two**

Step Two infractions include misbehavior whose frequency or seriousness tend to disrupt the learning climate of the classroom and/or school.

#### **Procedure:**

These infractions, which usually result from the continuation of Step One misbehavior, require the intervention of the principal because the discipline options at Step One level have failed to correct the situation. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

#### *Examples:*

- Fighting in and out of school
- Poor lunch/recess behavior

- Vandalism
- Unexcused tardiness to class
- Stealing
- Poor work habits or effort - not turning in homework - not prepared to learn
- Cheating
- Showing disrespect toward others
- Threats to self or others
- Repeated Step One misbehavior after disciplinary action has been taken

***Possible Disciplinary Action:***

Detention will be held either before school, during recess, after school or in severe cases on Saturday mornings. Detention will be held under the supervision of an adult.

## **SUSPENSION OPTIONS FOR THE PRINCIPAL**

### **In-School Suspension**

A one-, two-, or three-day In-School Suspension will be assigned by the principal. The principal only will make the final decision as to the length of the suspension. During the suspension period, the student will be isolated from the classroom and peers. He/she will do their assigned work and eat their lunch in isolation. He/she will not be permitted to join in any school-related activities during or after school during the suspension period. An adult will supervise the student at all times. Before a student is permitted back into the regular classroom, a conference will be held with the principal, the counselor or the ESAP teacher.

### **Out-of-School Suspension**

The Principal may suspend students from school and the school campus when behavior warrants such action. These suspensions will be done in accordance with Riverview School District Board policy. Parents will be notified prior to the beginning of the Out-of-School Suspension and will be required to confer with the principal or designee before the student will be readmitted to the Riverview Elementary School.

### **Weapons**

Any weapon (including but not limited to any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, and any tool, instrument, or implement capable of inflicting serious bodily injury) may not be brought onto any school property or to any school sponsored activity by any student. Weapons violations will follow school board policy for suspension and possible expulsion.



# APPENDIX A

## RIVERVIEW SCHOOL DISTRICT'S

# CODE OF

# STUDENT CONDUCT

Provided by the Riverview School Board



### Policy 237 - CODE OF STUDENT CONDUCT

In order to provide a safe, healthy and effective learning atmosphere and to secure each student's right to receive a quality education, the Riverview School District has adopted this Policy 237, which sets forth the District's Code of Student Conduct.

This Code of Student Conduct consists of three sections. Section I describes the rights of students. Section II sets forth at length the responsibilities of students. Section III discusses specific prohibited student conduct and policies concerning student behavior and discipline.

This Code of Student Conduct shall be published and shall be distributed annually to students and parents. Copies of the Code shall be available in each school office.

#### Part I - Student Rights

The Pennsylvania State Board of Education has adopted regulations which contain an outline of rights of students and parents (PA Code, Title 22, Chapter 12). These regulations are too extensive to be fully reproduced herein, but the following is a non-comprehensive listing of student rights described in the regulations and which are incorporated into this Code:

- Section 12.1 Free education and attendance
- Section 12.2 Student responsibilities
- Section 12.3 School rules
- Section 12.4 Discrimination
- Section 12.6 Exclusions from school
- Section 12.7 Exclusion from classes - in-school suspension

Section 12.8	Hearings
Section 12.9	Freedom of expression
Section 12.10	Flag Salute and Pledge of Allegiance
Section 12.11	Hair and dress
Section 12.12	Confidential communications
Section 12.14	Searches
Section 13.31	et seq. Pupil Records

## **Part II - Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all,, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

It is expected that students shall follow these general rules of conduct:

- Students shall be aware of all rules and regulations for student behavior and conduct themselves in accord with those rules and regulations. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Students shall volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Students shall dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Students shall assist the school staff in operating a safe school for all students enrolled therein.
- Students shall comply with applicable Commonwealth and local laws.
- Students shall exercise proper care when using public facilities and equipment.
- Students shall attend school daily and be on time for all classes and other school functions.
- Students shall make up work when absent from school.
- Students shall pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Students shall express their ideas and opinions in a respectful manner.

## **Part III - Policies Governing Student Behavior and Discipline**

In addition to the disciplinary provisions contained in this Policy 237, the following Board Policies also set forth expectations of student conduct, definitions of prohibited behaviors and discussion of possible disciplinary sanctions and are incorporated specifically by reference into this Code of Student Conduct:

- Policy 204 Attendance
- Policy 222 Smoking
- Policy 223 Use of Motor Vehicles
- Policy 224 Care of School Property
- Policy 225 Students and the Police
- Policy 226 Drug Dog Locker Inspection
- Policy 233 Suspension and Expulsion
- Policy 235 Student Rights
- Policy 236 Tobacco, Alcohol and Other Drugs
- Policy 237.1 Behavior Support Policy for Special Education Students
- Policy 237.1 Supplemental Discipline Records Policy
- Policy 248 Sexual Harassment and Harassment Based on Sex
- Policy 248 Sexual Harassment - Administrative Guidelines
- Policy 249 Weapons (mult. docs.)
- Policy 251 Paging Devices and Cellular Phones
- Policy 280 Discrimination Policy
- Policy 281.1 Internet Policy
- Policy 810 Transportation

The above-referenced Board Policies and the following rules and regulations apply during all school regulated activities (including the time spent in coming to and returning from school activities), both on and off School District property. In the case of a student with disabilities, all relevant District personnel shall take all necessary steps to comply with the Individuals with Disabilities Education Act and Commonwealth special education laws and regulations.

#### **A. - DISCIPLINE - GENERAL POLICY**

As a foundational matter, Riverview School District is committed to administering student discipline in a fair, equitable and appropriate manner in compliance with all federal, state and local laws and regulations and all adopted Board policies. The School District administration, professional staff and nonprofessional staff will follow the standards and requirements set forth in Board Policy 280, which prohibits unlawful discrimination.

The Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. This authority is passed on to the school administrators and faculty to maintain the daily operation of the school. When rules are broken the School District is interested in more than simple discipline. Our goal is to develop positive, constructive student behavior. To help achieve this goal, Riverview School District has instituted appropriate consequences for unacceptable behavior as defined in this Code.

Every teacher may on occasion be confronted with discipline problems. Most of these can be handled in the classroom by the teacher with a minimum of disturbance. Serious breaches of behavior may make it necessary for the teacher to receive support from the

Principal or Assistant. Such cases should be sent to the principal's office.

Behavior that results in personal injury or property damage or creates a serious disturbance to the school's operation is to be reported in writing to the Superintendent of Schools. The Superintendent will bring the matter to the attention of the Board of School Directors for their consideration and possible action.

## **B. - SUSPENSION AND EXPULSION**

Preventive and remedial help will be sought for students with persistent behavioral problems through school counselors, staff and administration. However, when all other approaches fail, or if the conduct which occurs is of a significantly disruptive or severe nature, the school **may suspend or expel** students who are interfering with the education of other students or with the safe and educationally productive operation of the school in general.

In disciplinary situations, students will be afforded due process rights to be informed of the charges and respond to the charges. In all cases involving student suspension, informal hearings or formal hearings to consider expulsion, all due process rights outlined in RSD policies 233 and 235 will be followed by the District.

Administrators considering the exclusion of a pupil from school for disruptive behavior should first weigh "in-school suspensions," when practical, as appropriate disciplinary action.

Administrators may exclude a pupil from school as a temporary suspension (not more than three (3) days) or as a full suspension (not more than ten (10) days). Any principal who excludes a pupil shall promptly notify the Superintendent, in writing, with details of the reason for such action. In each case of suspension of a student the parent will be notified immediately. The Board may suspend a pupil for such time as it may determine or may permanently expel a pupil from school, if the conduct warrants such action.

Upon a student's fourth suspension within the same school year, a conference may occur including the principal, student and parents/guardians. The purpose of the conference will be to examine the disciplinary record of the student, make recommendations to the student and parents, and consider a possible formal hearing before the Riverview School Board to consider expulsion from school.

The following offenses may lead to immediate exclusion from school by the principal or by the Board of School Directors:

- (1). Offenses Involving Danger to Persons or Property including (1) assault, (2) possession of weapons and dangerous instruments, (3) theft, (4) damaging or making unauthorized use of school property, (5) trespassing, (6) making threats directed against the schools which involve potential danger to persons or property, (7) harassment, (8) terroristic threats.
- (2). Offenses Involving Chemical Substances including (1) possession, presence or use of alcohol or marijuana, (2) possession, use or distribution of a drug or controlled substance under circumstances that constitute violation of the law, (3) other



activities which constitute violations of the Controlled Substance, Drug, Device and Cosmetic Act, (4) smoking and possession or use of tobacco in any form.

- (3). Offenses Against Public Order and Decency including (1) using contemptuous words, (2) behaving with disrespect in language or deportment, (3) disobeying a lawful command, regulation or school policy, (4) fighting, (5) making unreasonable noise, (6) using obscene language, (7) creating a hazardous condition, (8) gambling, (9) violating the Dress Code.
- (4). Offenses Against Orderly Operation of the Schools including (1) persistent cutting of classes, excessive unexcused absences or tardiness, (2) harassing or annoying a school employee, (3) making a false statement or representation, (4) causing disruption to the good order and discipline of the school.

Incidents which involve acts of violence directed at persons or property shall be reported to the Superintendent. The Superintendent or designee shall report such matters to the local police and shall implement school/police protocols.

### **C. - STUDENT SEARCHES AND SEIZURES AND LOCKERS**

The School District shall comply with the requirements set forth at Section 12.14 of Title 22, Chapter 12 of the PA Code concerning searches and seizures involving students.

School lockers are furnished for the convenience of students and to advance educational efficiency. Lockers remain the property of the School District at all times. The School District assumes no responsibility for the security of items stored in school lockers, storage being at the student's risk.

Students have no expectation of privacy as to any item stored in a school locker. A school locker may be opened and the contents examined by school authorities at any time and for any reason with notice and an opportunity to be present given to the student. If the School District has reasonable suspicion that the locker contains materials which are harmful to student health, welfare or safety, the search may be done without notice to the student or the opportunity to be present.

A student who is instructed by school authorities to unlock and open an assigned locker shall immediately comply.

The School District shall implement its Administrative Procedure 226 with regard to canine searches of lockers.

### **D. - PARTICULAR CONDUCT LEADING TO SUSPENSION OR EXPULSION**

Following are descriptions of types of particular conduct which may warrant immediate suspension or expulsion. Certain of these are the subject of other Board Policies, but they bear specific mention and discussion in this Code.

#### **1. Alcohol and Drug Related Offenses**

Alcohol abuse and drug abuse among students are serious social problems which threaten the health, safety and welfare of the individual student user, other members of

the school population and the educational process. Prompt disciplinary intervention can be an effective deterrent against the abuse of chemical substances, thus helping the student user and protecting the general school population.

As more fully described in Policy 236, the following offenses involving illegal or potentially harmful drugs and other chemical substances, which occur during school regulated activities, both on and off school district property, may result in suspension or expulsion from school, or in less severe discipline as warranted by the particular circumstances involved:

- Possession, presence or use of alcohol and/or marijuana.
- Possession, use or distribution of a drug or controlled substance under circumstances that constitute a violation of the law.
- Other activities which constitute violations of the Controlled Substance, Drug, Device, and Cosmetic Act.

Conduct in violation of the Code includes drinking alcoholic beverages, smoking marijuana and consumption or possession of other prohibited substances or look-alike substances or exhibiting signs of being under the influence of prohibited substances prior to attendance at a school regulated activity.

Any alleged violation of the above rules and regulations shall result in suspension and/or a formal hearing before the Board of School Directors to consider expulsion. The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

Steroids and other nutritional supplements are addressed in this Policy at Section I, ANABOLIC STEROIDS. Possession, presence, use or distribution of illegal steroids constitutes a violation of the District's Code of Student Conduct as concerns Drugs and Alcohol, and students found to have violated this policy through steroids may be subject to the disciplinary sanctions set forth in this section in addition to forfeiting eligibility for extracurricular activities in accordance with Section I.

## **2. Weapons**

As more fully described in Policy 249, a student commits an offense under this policy if the student is in possession of a weapon. For purposes of this policy, a "weapon" shall include any tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for lawful uses which it may have. The term "weapon" shall include, but shall not be limited to, any knife, cutting instrument, cutting tool, club, blackjack, metal knuckles, explosive device, and firearm, gun or similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable.

Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity.

An alleged offense under this policy shall result in a mandatory formal hearing before

the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

The standard penalty for an offense under this policy shall include expulsion from school for a period of not less than one (1) year. The penalty shall include permanent expulsion from school where one or more of the following aggravating circumstances exist:

1. Possession of a firearm.
2. Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
3. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
4. By use of a weapon, attempt to cause, or intentionally or recklessly causing bodily injury to another.
5. By use of a weapon, attempt to put another in fear of imminent bodily injury.
6. Significant history of rules violations.

The Superintendent may recommend lesser discipline on a case-by-case basis.

The Superintendent or designee shall report suspected violation of this policy to the local police and shall implement school/police protocols.

### **3. Aggravated Assault**

A student commits the offense of aggravated assault under this policy if the student:

1. Intentionally or recklessly strikes, hits, pushes or shoves, or otherwise physically contacts the person of a school employee in a hostile or offensive manner.
2. Attempts by physical menace or threat to put any school employee in fear of imminent bodily injury.
3. Attempts to cause, or intentionally or recklessly causes bodily injury to another with a weapon, as defined in this Code and Policy 249.
4. Intentionally or recklessly causes serious bodily injury to another.
5. Repeatedly uses force or violence, or the threat thereof, against others under circumstances which create a substantial risk of serious bodily injury.

The term "school employee" means a person actually employed by the school district, as well as a coach, game official, security guard, police officer, parent volunteer or other similar person, while engaged in service for, or under arrangement with the school district. The term "serious bodily injury" means bodily injury which creates a substantial risk of death, or which causes significant disfigurement to, or loss or impairment of, any bodily member or organ.

An alleged offense under this policy shall result in a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the

hearing in accordance with applicable law. Further disciplinary action will be determined by the Board.

The standard penalty for an offense under this policy shall include permanent expulsion from school.

The Superintendent or designee shall report suspected violations of this policy to local police and shall implement school/police protocols.

#### **4. Possession and Use of Tobacco Products**

The Board of School Directors recognizes that smoking and other tobacco use present health hazards which can have serious consequences for both the user and the non-user and are, therefore, of concern to the Board. It is the intent of the Board to provide a safe and healthful environment for all students and employees of the district as well as to comply with federal and state law. The Board has adopted Policy 236 to describe at length the School District's policies concerning tobacco use or possession.

The possession or use of tobacco in any form by students is strictly prohibited in any district building or school vehicle, on school property, and at any school-related activity on or off school property.

"Tobacco" includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

#### **5. Hazing**

##### *1. General Policy*

The Board of School Directors is committed to maintaining a positive, safe learning environment for students that is free from hazing. The School District prohibits hazing of students in connection with any school-related activity.

No student, School District employee, coach, sponsor or volunteer shall plan, direct, encourage, or engage or assist in any hazing activity. No School District employee, coach, sponsor or volunteer shall permit, condone or tolerate any form of hazing.

The School District encourages students who have been subjected to hazing, or their parents or guardians, to promptly report such incidents to the building principal. The District will investigate all complaints of hazing and will take prompt action to correct the situation and to administer appropriate discipline to any individual who violates this policy.

The School District prohibits retaliation against any person because he or she has made a report of alleged hazing or participated in any investigation of same.

This policy applies during all school regulated or sponsored activities (including time spent in coming to and returning from school activities), both on and off school district property.

The School District will periodically inform students, parents, School District staff, coaches, sponsors and volunteers of this policy through publication in handbooks and other publications, presentation in student assemblies and other educational settings. District

staff, coaches, sponsors, and volunteers will receive in-service training in the implementation of the hazing policy.

## *2. Definition of Hazing*

For purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student as a condition of the student's membership or participation in any school district regulated or sponsored activity.

Conduct which endangers the physical health includes but is not limited to physical brutality, such as whipping, beating, branding, forced calisthenics; exposure to the elements; forced consumption of any substance; or other forced physical activity which could adversely affect the physical health or safety of the student.

Conduct which endangers the mental health includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced isolation from social contact, forced conduct which could result in extreme embarrassment or humiliation, or any other forced activity which could adversely affect the mental health or dignity of the student.

Any hazing activity shall be presumed to be a forced activity even if the student willingly participates.

## *3. Responsibility*

Each student is responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from hazing.

Each school employee is responsible to maintain an educational environment for all students which is free from hazing.

Employees who observe or receive information about student hazing should promptly report same to the building principal.

Teachers, coaches and sponsors who witness any student being subjected to hazing should intercede to prevent or terminate the hazing activity.

## *4. Confidentiality*

A complaint about hazing will be kept in strict confidence, where practical, for the protection of all parties. However, the District's obligation to investigate and take appropriate preventive action may supersede an individual's right to privacy.

## *5. Complaint Procedure*

All complaints regarding any alleged violation of this policy will be submitted to the building principal. The building principal may designate an administrator or other person to conduct an investigation of the complaint, but will maintain oversight responsibility for the administration of the complaint procedure.

The building principal or designee will conduct a prompt, impartial and comprehensive investigation of the complaint. A written report will be prepared summarizing the

investigation and recommending disposition of the complaint. Copies of the report will be submitted to the building principal and the Superintendent. The superintendent will inform the Board of School Directors of the complaint and the results of the investigation.

The building principal, after appropriate consultation with the Superintendent and coach or sponsor, will determine whether the complaint is founded or unfounded and will direct the implementation of appropriate actions responsive to the findings and conclusions of the report.

The building principal will advise the complainant and/or parent or guardian and any accused persons of the outcome of the investigation, subject to applicable confidentiality restraints.

### *6. Discipline*

A substantiated charge against a student will subject the student to appropriate disciplinary action in accordance with the Code of Student Conduct. The range of penalties includes loss of extracurricular or athletic privileges and suspension or expulsion from school, as circumstances warrant.

A substantiated charge against a District employee will subject the employee to appropriate disciplinary action, including suspension or discharge from employment, as circumstances warrant.

## **6. Student Behavior on Buses**

### *1. General Statement*

Appropriate discipline is essential for the health and safety of all students who are transported on school district vehicles. The building principals and vice principals have an important responsibility in the administration of the transportation operation. Student behavior while waiting for or riding on school vehicles (buses, vans, cabs, etc.) is within the authority of the building principal and his or her staff. A ridership program which sets forth positive student behavior must be developed cooperatively between the building administration and the transportation department. Students who violate school district policy and procedures will face disciplinary action administered by the building principal or designee in accordance with this policy. Such discipline may include temporary or permanent suspension of riding privileges. This policy shall apply to all students who ride school vehicles to and from school, on field trips, and on extra-curricular trips.

### *2. Disciplinary Steps*

The following procedures will be implemented in reporting transportation-related student behavior problems:

- a. The driver or attendant will complete a disciplinary report form describing the observed student's behavior. If more than one student is involved, a separate form for each student must be completed. The driver or attendant shall refrain from writing profane language on the report forms. The first letter of the word with a dash is sufficient to indicate what the student said.

- b. The driver or attendant shall submit the completed form to the building principal or vice principal upon completion of the run on which the infraction occurred. If the infraction occurred on the afternoon run, the form shall be submitted the next morning.
- c. The principal or vice principal shall review the disciplinary form and investigate the incident to determine what action is appropriate for the student in accordance with school district policy. If necessary, the principal/vice principal will meet with the parents, students, driver, attendant and/or Transportation Manager. Videotapes, if available, may be used by the principal/vice principal in the investigation.
- d. The building principal or vice principal will determine what disciplinary action, if any, will be taken. When disciplinary action is warranted, only the principal/vice principal shall administer discipline including suspension.
- e. After disciplinary action is determined, a written notice shall be provided to the parents and to the driver and/or attendant.
- f. Except in extreme cases, students who are transported to school will be returned home that day prior to the beginning of any suspension of riding privileges.

### *3. Discipline Rules*

Students who violate school district discipline policies while walking to and from the transportation stop, while waiting at the stop, or while riding the vehicles are subject to the disciplinary action.

Prohibited conduct on buses includes pushing, hitting, shouting, tripping, littering, profane language, obscene gestures, bullying of other students, disrespect toward the driver, attendant, or other student, eating, drinking, refusing to comply with the driver's or attendant's directions, refusing to provide identity to the driver or attendant, fighting, smoking or use of tobacco, damaging the bus, throwing objects inside the bus or out of the windows, engaging in conduct hazardous to the driver.

### *4. Discipline Penalties*

The building principal or vice principal shall administer discipline based on the student's age, grade level and the severity of the incident. Any discipline penalty or combination can be administered on a first or subsequent offense. Discipline penalties shall include but shall not be limited to the following:

- a. Loss of recess periods (elementary level)
- b. In-school suspension
- c. Out-of-school suspension
- d. After-school detention
- e. Saturday detention
- f. Suspension from bus riding privileges
- g. Permanent suspension from bus riding privileges

## E. - OTHER PROHIBITED CONDUCT

Apart from the conduct discussed in Sections C and D, there are several other types of misbehaviors which are harmful to a healthy and productive school environment and which will be met with disciplinary action.

These types of misbehaviors include, but are not limited to:

1. Classroom disturbance
2. Cheating, lying, falsification of records
3. Abusive or obscene language or gestures, written or oral
4. Loud, boisterous noise
5. Running in halls, classrooms
6. Throwing of objects
7. Horseplay or scuffling
8. Minor defacing of school property (writing on desks - used chewing gum on seats, tables, etc.)
9. Untidy desk
10. Eating during instruction time
11. Pushing, shoving or jostling
12. Throwing paper or debris on floor or out of window
13. Disrespect
14. Public display of affection
15. Wearing distracting or prohibited apparel
16. Refusal to follow classroom or study hall procedures
17. Chronic tardiness, or other violations of the School District's Attendance Policy 204
18. Bullying or intimidation

Typically, these types of misbehaviors can be dealt with in-class without the involvement of an administrator. However, repeated or persistent commission of the misbehaviors described in this section will result in more severe disciplinary actions, including in or out-of-school suspension and, if warranted, expulsion.

Generally, through, these types of misbehaviors will be dealt with through any or a combination of the following responses:

1. Verbal reprimand
2. Isolation within the classroom
3. Personal talk with the student
4. Written communiqué to parents
5. Telephone call from teacher to parent/guardian
6. Parental conference with teachers
7. Strict supervised study with the teacher after the school day



## **F. - CELL PHONES & ELECTRONIC COMMUNICATION DEVICES**

Cell phones, pagers and all other personal electronic communication devices must be turned off — not in silent or vibrate mode — and not visible during school hours 8:00 a.m — 3:05 p.m. A first offense will be met with confiscation of the phone for the rest of the day and assignment of one detention. The phone will be returned only after the detention has been served. A second offense will result in the phone being confiscated for 1 week or it must be picked up by a parent. The student must also serve two (2) detentions and the phone will not be returned to the parent or student until the detentions are served. A third offense will result in the phone being confiscated for two (2) weeks, and the student will be assigned one (1) day of ISS. Any subsequent offenses will result in the phone being confiscated for the remainder of the school year and receive a one (1) day out-of-school suspension.

Refusal of students to give the phone to a teacher or administrator will result in a one (1) day ISS, and the phone will be confiscated per above guidelines.

## **G. - COMPUTER NETWORK AND ACCEPTABLE USE OF THE INTERNET**

### **1. Computer Network**

The Board of School Directors recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the School District's educational program and curriculum and to enhance the quality of student learning, as well as to promote the efficiency of School District operations. Accordingly, the Board has adopted Policy 281.1 and implemented a Technology Policy and Agreement which all students and parents are required to sign before using the School District's network.

The District's electronic communications system ("network") will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange, and publish information. The resources available through this network and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the network outweigh the risk that users may misuse the network for purposes that are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

### **2. Definitions**

The term "network" shall be interpreted to include any and all District owned computers, computer terminals, servers, any hardware or software, the Internet, the District's self contained electronic mail systems, the District's electronic bulletin boards and any other elements of the

District's computer, telecommunications or electronic communication/information systems.

### **3. Objective**

To provide for and establish a reasonable and equitable policy for the use of the District's network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the network as a tool to support and advance the District's educational program, curriculum, and internal operations and to promote a policy of Internet safety.

### **4. Policy**

The network may be used only as a tool to support and advance the functions of the District including the educational program and administrative functions. Access to the District's network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and access to network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents, depending upon the age of the student as specified by administrative procedures) who wish to use the network must sign one or more network agreements whenever requested by the District.

Students may use the network only in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the network for personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable principles and procedures. Use of the network must be in compliance with applicable laws, including the copyright law, and all materials on the network should be presumed to be copyrighted.

The District shall employ appropriate technology protection measures during use of those computers with Internet access by students and staff. Such technology shall block or filter access to visual depictions that are obscene, child pornography, pornographic or harmful to minors. In addition, the network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff. The District may also use blocking or filtering technology to screen out inappropriate text. An authorized person may disable the block or filtering measure during any use by an adult to enable access for bonafide research or other lawful purpose.

Inappropriate use of the network may result in suspension or cancellation of network privileges. The District reserves the absolute right to define inappropriate behavior or improper use of the network, adopt rules and regulations applicable to network use, determine whether an activity constitutes inappropriate use of the network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; use for commercial purposes or illegal purposes, or any other use deemed inappropriate by the District. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion in the case of a student or suspension or termination of

employment in the case of an employee.

Any and all material or information placed in any file on the District's network becomes District property. The District reserves the right to access any such material or information on the network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and programs.

In order to protect the network, users may not install outside discs or programs on the network or transfer files, programs, shareware or software from information services, electronic bulletin boards or any other external source without the permission of the network supervisor.

### **5. Acceptable Use of Internet**

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

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any charges must be approved in advance through the district purchase order procedures.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate 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.

The building administrator shall have the authority to determine what inappropriate use is and his/her decision is final.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **6. Prohibition**

Students and staff 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:

- a. Use of the network to facilitate illegal activity.
- b. Use of the network for commercial or for-profit purposes.
- c. Use of the network for non-work or non-school related work.

- d. Use of the network for product advertisement or political lobbying.
- e. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- g. Use of the network to access obscene or pornographic material.
- h. Use of inappropriate language or profanity on the network.
- i. Use of the network to transmit material likely to be offensive or objectionable to recipients.
- j. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
- k. Impersonation of another user, anonymity, and pseudonyms.
- l. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- m. Loading or use of unauthorized games, programs, files, or other electronic media.
- n. Use of the network to disrupt the work of other users.
- o. Destruction, modification, or abuse of network hardware and software.
- p. Quoting personal communications in a public forum without the original author's prior consent.

## **7. 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, the following 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 teacher'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.

## **8. Safety**

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

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

## 9. Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

## 10. Administrative Responsibility

The Superintendent is authorized to develop and publish written administrative procedures required to implement this policy.

### H. - DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance except when their choices:

1. present a hazard to the health or safety of the student or to others,
2. materially interfere with school work, cause disorder, or disrupt the educational process,
3. cause excessive wear or damage to school property, or
4. prevent the student from achieving appropriate educational objectives.

Students may be required to wear certain types of clothing while participating in physical education classes, practical arts, vocational/technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Students should be encouraged to take pride in their appearance. In an age of changing styles and freedom of dress, students should select clothing which is complimentary to them. When students come to school inappropriately dressed, the staff and administration will take necessary steps to correct the situation. The School District follows the provisions of the Regulations and Guidelines on Student Rights and Responsibilities, 22 PA Code, Section 12.11. In addition, the following specific guidelines for dress and grooming will be followed:

#### Elementary, Middle School and High School

1. Clothing promoting obscene, profane or other content likely to disrupt the educational process and messages promoting drugs or alcohol are not permitted.
2. Baggy pants or clothing that can conceal items or pose a safety hazard are not permitted.
3. Pants, skirts, skorts, and shorts must be secured and worn no lower than the waist.
4. Torn or ripped clothing is not permitted.
5. Spandex or other tight fitting apparel, tank tops, halter tops, bare chests or midriffs or half-shirts and other provocative apparel are not permitted. Tops must be long enough to tuck into pants, skirts, skorts, and shorts. Undergarments are not to be exposed.
6. The wearing of hats, hoods, or other headwear in a school building is not permitted. An exception to the wearing of headwear may be granted to an individual student by the administration for medical reasons.

## **I. - ANABOLIC STEROIDS**

The use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Body building, 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 under the provisions of this policy.

The following minimum penalties are prescribed for any student found in violation of this regulation:

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.

No student shall be permitted to resume participation in school athletics unless the Principal has received a medical report indicating that no residual evidence of steroids exists. As a further condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the Principal. Further, students who violate this provision may face the disciplinary consequences applicable to violations of the District's Drug and Alcohol Policy. Counseling and/or treatment program satisfactory to the Principal. Further, students who violate this provision may face the disciplinary consequences applicable to violations of the District's Drug and Alcohol Policy.



# APPENDIX B

## RIVERVIEW SCHOOL DISTRICT'S

# BULLY PREVENTION

Provided by the Riverview School Board



### Policy 237-2 - BULLY PREVENTION

Riverview School District Policy 237, The Student Code of Conduct, prohibits hazing, intimidation and bullying. Policy 237 addresses disciplinary measures related to these dangerous and offensive behaviors at school, on school grounds, at school events and through cyber bullying. The purpose of this policy is to emphasize pro-active preventive measures to thwart bullying in all its forms. Effective Bully Prevention includes three aspects: identifying current needs, prevention efforts and intervention programs.

To this end, the Superintendent, Principals, Teachers and Staff of the Riverview School District shall undertake the following:

1. All employees shall be advised to report immediately to an administrator or guidance counselor any action by any student that is perceived as bullying behavior toward another student. Such behavior shall be documented and investigated by the principal and/or guidance counselor. Appropriate action should then be taken based on established facts and evidence. Parents should be notified if their child is exhibiting bullying behaviors and/or is being bullied by another person.
2. Students identified by principals and guidance counselors as exhibiting bullying behaviors should be identified and referred for professional assessment, evaluation and appropriate services by a certified professional agency. Parents should be notified immediately of any such concerns, so they may assist in appropriate interventions for their child.
3. Periodic professional development activities, such as website information, speakers, webinars, printed information and seminars shall be utilized to maintain current information for all staff about bullying and its prevention.

4. Principals and their staffs shall develop **healthy school climates** of mutual respect for all persons in their schools. A healthy climate includes respectful relationships, respect for diversity, effective interpersonal communications, conflict resolution strategies, parental contact and new student welcome programs. Assemblies, posters, essays, teams, clubs, announcements, awards and consistent enforcement of the Student Code of Conduct are all ways to encourage a healthy climate in the life of a school.
5. Guidance Counselors shall distribute annually to all staff a list of the signs, signals and behaviors associated with bullying.
6. The Riverview Guidance Curriculum shall include a major component about bully prevention. All staff and students should know how to report a bully concern and know that no recriminations will be tolerated against a person who makes a good faith report.
7. Periodic efforts should be undertaken by the principals and guidance counselors to send written information to parents related to bully prevention. Such information should clearly state the school's support for any student who is the target of another student engaged in bullying behavior and the school's support for any student or parent reporting bullying. Principals may also use the RSD website, student handbooks and school calendars to publish information about bully prevention and disciplinary consequences for offenders.
8. All professional and support staff serve as role models for students. All staff should model respectful behavior toward others and avoid negative interpersonal behaviors.
9. All teachers should address bully prevention in ways appropriate to their curriculum and the age of the learners. Teachers contribute in fundamental ways to the establishment of a healthy and positive culture in their classrooms and in the school. Lessons containing information, role plays and discussions about bully prevention should occur within the appropriate context of their curriculum. Model lessons should be identified and shared among teachers for their use.
10. Coaches, sponsors, directors and advisors of school teams and activities should be fully aware of the dangers of hazing, intimidation and bullying behaviors and express to their members the dangers, consequences and penalties of such behaviors. Coaches, sponsors, directors and advisors should model positive interpersonal conduct at all times.
11. Bully prevention programs for staff, students and parents should include information, admonitions and cautions regarding cyber-bullying and digital-bullying through cell phones, computers, land-line phones, digital cameras, etc. Blueprint Model Programs, like the Olweus Bully Prevention Program, may be utilized for these needs.
12. Web resources currently available in 2007 include:
  - Blueprints for Violence Prevention [www.colorado.edu/cspv/blueprints](http://www.colorado.edu/cspv/blueprints)
  - Bullying Prevention <http://www.w.center-school.org/bullyprevention/>
  - Center for Schools and Communities [www.center-school.org](http://www.center-school.org)
  - No Place for Hate [www.noplaceforhate.org](http://www.noplaceforhate.org)



Olweus Bully Prevention Program [www.clemson.edu/olweus](http://www.clemson.edu/olweus)

PA Commission on Crime & Delinquency [www.pccd.state.pa.us/pccd](http://www.pccd.state.pa.us/pccd)

Protecting Kids Online [www.center-school.org/pko](http://www.center-school.org/pko)

Also see:

<http://www.isafe.org/imgs/pdf/education/CyberBullying.pdf>

Safe Schools Initiative-PDE [www.pde.state.pa.us/svcs\\_students](http://www.pde.state.pa.us/svcs_students)

U.S. DOE: Safe & Drug-Free Schools Program [www.ed.gov/about/offices/list/osdfs](http://www.ed.gov/about/offices/list/osdfs)

These links should be posted on the RSD Website for easy access by parents and all RSD employees and students. New websites should be added as research and updates occur.

For purposes of this policy, "bullying" shall mean an intentional electronic, written, verbal, or physical act, or a series of acts:

- (1) Directed at another student or students;
- (2) Which occurs in a school setting;
- (3) That is severe, persistent or pervasive; and
- (4) That has the effect of doing any of the following:
  - (i) Substantially interfering with a student's education;
  - (ii) Creating a threatening environment; or
  - (iii) Substantially disrupting the orderly operation of the school; and"school setting" shall mean 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.