

DCTS STUDENT HANDBOOK 2023-2024



Table of Contents

<i>DCTS– A Department of Delaware County Intermediate Unit Program</i>	Page 3	<i>Cell Phone/Electronic Devices</i>	Page 19
<i>DCIU Mission</i>	Page 3	<i>Student’s Uniform, Hair and Dress</i>	Page 20
<i>DCIU Vision</i>	Page 3	<i>Safe2Say Something</i>	Page 21
<i>DCIU Equal Rights and Opportunities Policy</i>	Page 3	<i>Discipline Policy and Code of Conduct</i>	Page 23
<i>DCTS Mission</i>	Page 4	<i>Tobacco Free School and Work Place</i>	Page 36
<i>DCTS Vision</i>	Page 4	<i>Drug Free School and Work Place</i>	Page 36
<i>Purpose of Student Handbook</i>	Page 4	<i>Terroristic Threats/Acts</i>	Page 38
<i>DCTS Administrative Contact Information</i>	Page 5	<i>Bullying/Cyberbullying</i>	Page 39
<i>DCTS Student Support Services</i>	Page 5	<i>Non-Discrimination in Educational Programs/Services</i>	Page 41
<i>DCTS 2023 – 2024 School Calendar</i>	Page 6	<i>Suspensions/Expulsions</i>	Page 42
<i>DCTS Professional Expectations for Theory Room</i>	Page 7	<i>Alternative Assignments</i>	Page 45
<i>DCTS Professional Expectations for Lab Areas</i>	Page 8	<i>Searches</i>	Page 45
<i>DCTS General Information</i>	Page 9	<i>Complaint Procedure</i>	Page 46
<i>DCTS Grading Procedure & Periods</i>	Page 10	<i>Guidelines for Discipline of Special Needs Students</i>	Page 47
<i>Video Surveillance</i>	Page 12	<i>Use of Medications</i>	Page 49
<i>Student Attendance, Absences & Truancy</i>	Page 13	<i>Possession/Use of Asthma Inhalers and Epinephrine Auto Injectors</i>	Page 50
<i>Transportation, Arrivals, Departures & Early Dismissals</i>	Page 16	<i>Disclosure/Release of Directory Information</i>	Page 53
<i>Student Driving</i>	Page 17	<i>Internet Access, E-mail & Network Resources Acceptable Use Policy</i>	Page 53
<i>Hall Passes, Telephone Use, Food and Drink</i>	Page 18	Appendices	Page 59

DCTS – A DCIU Program of Career Technical Education

Delaware County Technical High Schools (DCTS) are a department of the Delaware County Intermediate Unit. The policies outlined in this handbook and followed by DCTS are DCIU Board Policies.

Delaware County Intermediate Unit Mission

The mission of the Delaware County Intermediate Unit, a regional service agency, is to provide leadership in the development and delivery of quality, cost effective programs and services to school communities.

Delaware County Intermediate Unit Vision

DCIU empowers partnerships that drive, create, inspire and understand excellence in education.

Drives strategic movements forward

Creates dynamic innovative solutions

Inspires limitless possibilities

Understands challenges and aspirations

DCIU Equal Rights and Opportunities Policy

- The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.
- The Intermediate Unit 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 Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.
- The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state regulations.

DCTS Mission

Guided by industry professionals, Delaware County Technical High Schools prepare today's students for tomorrow's opportunities by providing innovative, meaningful technical training, a foundation for life-long learning and marketable credentials for high-wage, high demand careers.

DCTS Vision

In preparing today's students for tomorrow's opportunities the Vision of Delaware County Technical Schools is to provide a high level of competency-based career and technical education, high level of academic integration within each CTE program, and articulated and/or dual enrollment postsecondary pathways options for all students.

Purpose of Student Handbook

The purpose of the Student Handbook is to provide a summary of the policies and procedures of the Delaware County Technical High Schools. This handbook is meant as a resource and guide for students, parents/guardians, and staff. It provides policies and procedures for discipline related issues throughout DCTS.

- To foster sound educational practice and productive learning and equip every student at DCTS for success today and in the future.
- To emulate the world of work and set expectations for responsible behavior that are considered standards for professional employment.
- To develop in every student at DCTS a positive attitude toward self-discipline, regular attendance, and socially acceptable behavior.
- To help each DCTS campus maintain a learning atmosphere that is safe, conducive to learning and free from unnecessary disruption.
- To ensure that every student at DCTS shows respect for authority, follows DCTS rules and policies, and follows state and federal regulations regarding conduct, discipline, and attendance in school.
- To serve as a guide for DCTS employees and community members regarding reasonable and appropriate interventions and consequences for unacceptable behavior and attendance.

DCTS Administrative Contact Information

- Director of Career & Technical Education: Dr. Stephen Butz, 610-459-3050
- Principal Aston Campus: Mr. Christian Hansen, 610-459-3050
- Principal Folcroft Campus: Dr. Daniel Palmer, 610-583-7620
- Supervisor of Student Services: Dr. Linda Lomas, 610-583-7620

DCTS Student Support Services

DCTS is committed to supporting all students. There are many support services available at each campus for students. Below are the names of the student support personnel for each campus. These support services can be reached by calling the appropriate campus phone number.

- Aston Campus—610-459-3050
- Folcroft Campus—610-583-7620

EA Staff Snow Make Up Days

Day 1 June 17, 2024 || Day 2 June 18, 2024 || Day 3 June 20, 2024 || Day 4 June 21, 2024

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

4 – Independence Day - Closed

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

28 – Reserved for newly hired professionals

29-31 – In-Service – Opening Day (Paraprofessionals do not work 8/29)

Professional Days: 3
Student Days: 0

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

4 – Labor Day - Closed

5 – First Day for Students

25 – In-Service – no school for students

Professional Days: 19
Student Days: 18

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

18 – In-Service – no school for students

Professional Days: 22
Student Days: 21

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

7 – In-Service – no school for students

23-24 – Thanksgiving Holiday - Closed

Professional Days: 20
Student Days: 19

DECEMBER 2023						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

25-29 – Winter Holiday – Closed

Professional Days: 16
Student Days: 16

Student Snow Make Up Days (DCTS and Paraprofessional Staff Make Up Days)

Day 1 June 14, 2024 || Day 2 June 17, 2024

January

1 – New Year's Day - Closed

15 – Martin Luther King, Jr. Day – Closed

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Professional Days: 21
Student Days: 21

February

16 – In-Service – no school for students

19 – Presidents' Day – Closed

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Professional Days: 20
Student Days: 19

March

25 -29 – Spring Holiday - Closed

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Professional Days: 16
Student Days: 16

April

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Professional Days: 22
Student Days: 22

May

27 – Memorial Day – Closed

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Professional Days: 22
Student Days: 22

June

12 – Last Day for Students and Paraprofessionals

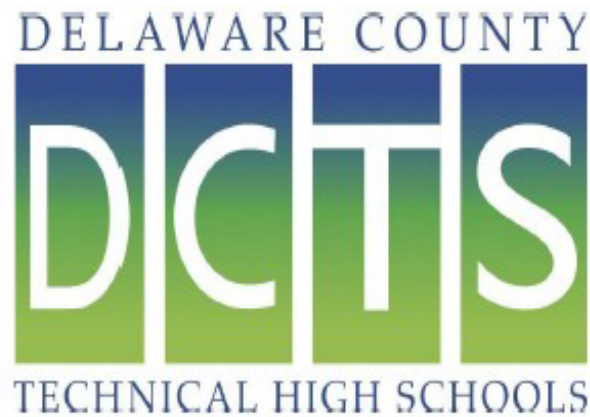
13- Last Day Technical School Professionals

19 – Juneteenth - Closed

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Professional Days: 9
Student Days: 8

School Wide Professional Expectations



PROFESSIONAL EXPECTATIONS FOR THEORY ROOM

SAFE

- Remain in class during instruction
- Use materials for their intended use
- Give personal space
- Obtain permission before leaving class

RESPONSIBLE

- Be prepared
- Wear required program uniform
- Respect school property
- Arrive and leave only at assigned times
- Focus on assigned task
- Assist in clean up

RESPECTFUL

- Use respectful language
- Actively participate in assigned tasks
- Respond positively to others
- Attend class consistently
- Respect the belongings of others
- Use electronic devices per school policy

DELAWARE COUNTY



TECHNICAL HIGH SCHOOLS

PROFESSIONAL EXPECTATIONS FOR LAB AREAS

SAFE

- Use appropriate protective equipment
- Be attentive when using equipment
- Use materials for their intended use
- Give personal space
- Obtain permission before leaving lab area
- Follow manufacturer's instructions

RESPONSIBLE

- Be prepared
- Wear required program uniform
- Respect school property
- Arrive and leave only at assigned times
- Focus on assigned task
- Assist in clean up

RESPECTFUL

- Use respectful language
- Actively participate in assigned tasks
- Respond positively to other's comments
- Attend class consistently
- Respect the belongings of others
- Use electronic devices per school policy

DCTS General Information

Parent Portal

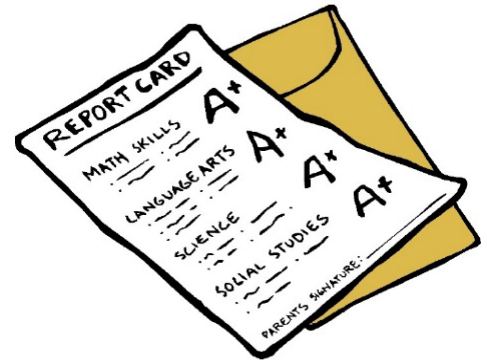
Timely information regarding the progress of your child is critical to establishing proactive communication with both your child and your child's instructors. We are pleased to be able to partner with you to facilitate your child's success in his/her career and technical program.

You will be able to view up-to-date student schedules, grades, and discipline records from anywhere that has an Internet connection. You will be able to access the DCTS Parent Portal through the URL,

<https://cmportals.harriscomputer.io/pp/dcts>

or through the link from the DCTS website.

*An account with a default password will be sent to the primary parent email address on record with DCTS.



School Closing Information

The school closing number is 469 for all DCTS campuses/programs. Tune to KYW 1060 AM/103.9 FM or visit KYW School Closing Center during inclement weather.

DCTS Grading Procedure

Knowledge Grade 40%

- Throughout each marking period, a student's cognitive knowledge and theory regarding specific CTE program topics will be evaluated and recorded by the instructor. Examples of knowledge activities that comprise this grading area would include tests, quizzes, quarterly assessments, projects, portfolio assignments, research activities and homework assignments.

Skill Grade 40%

- Skill grades are earned through demonstration of the skills aligned with the Career and Technical Education competency task list from the Program of Study for each CTE program.

Work Ethic Grade 20%

- Each school day, every student receives a Work Ethic grade. Work ethic grading considers a student's employability skills related to the DCTS Professional Expectations (Be Safe, Be Respectful, Be Responsible) that are essential to gaining and maintaining employment in a chosen career. Students may earn up to 10 points each day for demonstrating essential employability skills and meeting professional expectations.
- DCTS Work Ethic Expectations and the Work Ethic Grading Rubric

BE RESPECTFUL

- Student uses positive communication with peers and staff
- Student is attentive
- Student is alert and on task
- Student is a team player; works well with others

BE RESPONSIBLE

- Student arrives ontime or excused lateness ready to work
- Student arrives with all necessary supplies to work
- Student in full uniform
- Student on-task; work completion

BE SAFE

- Student uses appropriate behavior
- Student follows policy for cell phone use/ear buds
- Student in assigned area
- Student in proper safety equipment

DCTS Work Ethic Grading Rubric

	0 to 2 points	3 to 5 points	6 to 8 points	9 to 10 points
Respectful	<ul style="list-style-type: none"> Student uses profanity and does not comply with 3 or more redirections. Student uses cell phone/ear buds. Student asleep/head down during class. Student refuses to work with others. 	<ul style="list-style-type: none"> Student uses profanity and does not comply with two redirections. Student uses cell phone/ear buds; complies after two redirections. Student needs two or more redirections to focus and attend. Student refuses to work with others; back on task after 2 prompts. 	<ul style="list-style-type: none"> Student uses profanity and complies after one redirection. Student uses cell phone/ear buds; complies after one redirection. Student needs one redirection to focus and attend. Student refuses to initially work with others; back on task after one redirection. 	<ul style="list-style-type: none"> Student uses positive communication with peers and staff. Student attentive. Student alert and on task. Student is a team player; works well with others.
Responsible	<ul style="list-style-type: none"> Student late unexcused; refuses to work. Student not prepared to work (supplies). Student not in uniform; refuses to do assigned work. Student off task; refusing to work. 	<ul style="list-style-type: none"> Student arrives late unexcused; needs two redirections to start working. Student somewhat prepared. Student does not have full uniform; requires two redirections to do assigned work. Student minimally on task-poor work completion. 	<ul style="list-style-type: none"> Student arrives late unexcused; Gets to work. Student mostly prepared. Student does not have full uniform; takes responsibility. Student on-task; could put more effort into work completion. 	<ul style="list-style-type: none"> Student arrives on time or excused lateness ready to work. Student arrives with all necessary supplies to work. Student in full uniform. Student on-task; work completion.
Safe	<ul style="list-style-type: none"> Student uses aggressive behavior (fighting/ Physical horseplay). Student uses cell phone/ear buds in shop area (unauthorized) Refuses to stop. Student is in unassigned area; Disregards redirection. Student w/o proper safety equip. in shop 	<ul style="list-style-type: none"> Student involved in horseplay. Needs more than one redirection before stopping behavior. Student uses cell phone/ear buds; removes after 2 redirections. Student in unassigned area; requires more than one redirection. Student w/o proper safety equip. in shop area; requires 2 redirections. 	<ul style="list-style-type: none"> Student involved in horseplay; stops when redirected. Student uses phone/ear buds; removes upon redirection. Student in unassigned area; cooperates after one redirection. Student w/o proper safety equipment in shop area; puts safety equip on after one redirection. 	<ul style="list-style-type: none"> Student uses appropriate behavior. Student follows policy for cell phone use/ear buds. Student in assigned area. Student wears/uses proper safety equipment.

Calculating Grades

Students will receive quarterly grades and a final grade. Quarterly grades are based on the weighted averages of scores received in each of the three areas (Knowledge, Skill, and Work Ethic). The final grade is based on the average of quarterly grades. All grades are reported in numerical form and sent to the student's sending school district. Sending schools will establish the weight and scale to be used to determine the final grade value.

Grading Period Calendar 2023-2024

Quarter 1

September 5, 2023 – November 9, 2023

Interim Progress Reports – October 6, 2023

Grades sent to school districts – November 9, 2023

Quarter 2

November 10, 2023 – January 25, 2024

Interim Progress Reports – December 14, 2023

Grades sent to school districts – January 25, 2024

Quarter 3

January 26, 2024 – April 9, 2024

Interim Progress Reports – February 29, 2024

Grades sent to school districts – April 9, 2024

Quarter 4

April 10, 2024 – June 12, 2024

Interim Progress Reports – May 9, 2024

Grades sent to school districts – by June 12, 2024

Video Surveillance

Pursuant to Board Policy 709 and Administrative Directive, all DCIU staff and students are hereby provided the following notice:

Please be advised that DCIU has a responsibility to maintain order and discipline on DCIU property and in buildings operated by DCIU/DCTS. Consequently, DCIU recognizes the value of video surveillance for monitoring activities on DCIU/DCTS operated properties and uses video surveillance to monitor activities to assist in protecting the health, welfare, and safety of students and staff and to safeguard DCIU buildings, facilities, equipment, buses and property. Accordingly, video surveillance may occur in any DCIU building, facility, vehicle, and property.

Student Attendance, Absences and Truancy

Regular school attendance by students is required by law and necessary to develop employability skills. Furthermore, since the normal technical school session equals half of one day and has a curriculum based on developing and practicing practical skills, it is extremely challenging to make up missed instruction.

A written excuse must be turned into the DCTS office for each absence. **Submitting excuse cards to the sending district does not account for the submission of excuse cards to DCTS.** The student has three (3) days from the date of the absence to bring a written excuse from home. **If a written excuse is not turned into the DCTS office within three days after an absence, the absence will be considered unexcused and a grade of zero (0) will be given for the work ethic portion for each unexcused absence.** In addition, class work, including tests, quizzes, and assignments, may not be made up for unexcused absences; therefore, a grade of zero (0) will be recorded for that assignment, test, or quiz. *Students will have 5 school days to turn in completed missed work or complete a skill due to an excused absence.*

To ensure regular attendance by pupils, the following regulations shall be strictly enforced.

DCIU Board Policy for Attendance

Purpose

- The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

Authority

- Attendance shall be required of all students enrolled in Intermediate Unit programs during the days and hours that such programs are in session, except that authorized Intermediate Unit staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.
- The Board shall establish attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations. The member school district shall be responsible for enforcing the compulsory attendance laws for its students.

Guidelines: Compulsory School Attendance Requirements

- DCIU-DCTS staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance. A student shall be considered in attendance if present at any place where school is in session by authority of the Board: the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work- study or career education program; engaged in remote learning as approved by the DCIU-DCTS, or the student is receiving approved homebound instruction.

- **Excused/Lawful Absence**

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school or a DCIU-DCTS program: Illness, including if a student is dismissed by designated DCIU-DCTS staff during school hours for health-related reasons.

Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory:

1. Quarantine
2. Family emergency
3. Recovery from accident
4. Required court attendance
5. Death in family

Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request or administrative absences approved by a student's district of residence.

Parental Notice of Absence -

Absences shall be treated as unlawful until the DCIU-DCTS receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed healthcare practitioner.

- **Unexcused/Unlawful Absence**

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension is

not considered an unexcused absence.

Parental Notification -

DCIU-DCTS staff shall provide notice to the parent/guardian upon each incident of unexcused absence.

- Parents/guardian shall provide a written explanation for the absences of their child. A separate note must be provided to DCTS and the student's home school. The reason for absence must be considered an Excused/Lawful absence (p. 14). Excuses are to be turned in within **three days** after return from absence. The absence of any student failing to comply with this timeline will automatically become unexcused and un-lawful and the Pennsylvania laws for Truancy shall be applied accordingly. In instances where the school administration believes that absences due to illness are chronic and irregular, the school administration may request a physician's statement certifying that such absences are medically necessary.
- Tardiness does count as truancy. Unlawful tardy minutes accrue that equal to 3 school days equivalent or more. (i.e. unlawful 18 hours or 1,080 minutes). Tardiness means arriving to the classroom after the late bell has sounded. Students who arrive late to school must report to the Main Office to obtain a pass before reporting to their program. A parental note of explanation does not automatically excuse the lateness. Reasons such as personal illness, medical appointments and appearances in court will be considered excused lateness when verified by a note from home, the doctor/dentist, etc., court and/or another involved agency.
- The parent/guardian will receive an automated phone call for each day a student is absent. This will occur regardless of whether the school was notified of the absence. The student's home district is notified of each absence from the technical school and a copy sent to the home school district.
- If a student has accumulated three (3) unexcused absences from school, in accordance with Pennsylvania law, the student is considered truant, and in violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327). The parents/guardian of a student who misses 3 unexcused days or more during any one marking period shall be notified in writing of the student's absence record, and a School Attendance Improvement Conference will occur and will result in an improvement plan the student and

family will be expected to adhere to.

- Six (6) unexcused absences constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327) and is considered habitually truant under Pennsylvania law. If a student becomes habitually truant as defined in Pennsylvania law, the student's Home School District is required to refer the student to either a school-based or community-based attendance improvement program or to the Delaware County Office of Children and Youth for services or possible disposition as a dependent child if the student is under age 15. A citation may also be filed against the parent and/or the student in the office of the local magisterial district judge for prosecution. If the student is age 15 or older, he/she shall be referred to an attendance improvement program or a citation must be filed in court, and the student/family may be referred to CYS. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or other court sanctions. A parent/guardian conference shall be held by the administration after a student has missed a total of 3 unexcused days during any marking period and an invitation letter will be sent home and to the home school.
- When a student accumulates 10 consecutive unexcused days, he/she may be dropped from active enrollment by the student's home district, dependent upon the student's age for compulsory attendance. If extenuating circumstances have contributed to the pupil's absence pattern, a waiver may be granted to that pupil and the removal process shall not be implemented. The decision of the technical school principal as to the appropriateness of extenuating circumstances shall be final. Administrative absences are not calculated for student attendance.
- **Disciplinary Action:** Parent contact, parent conference. Students are required to make up all the work they miss when absent. Students with excessive unexcused absences may be removed from DCTS.

Transportation, Arrivals, Departures & Early Dismissals

- Sending school districts provide transportation for all students. Any questions or concerns regarding busing to and from the Delaware County Technical High Schools should be directed toward sending school district administration, counselors or transportation departments.
- Students are required to enter the building through the front or designated entrance only.

Once a student arrives at school, he/she is to remain on school property until dismissal or unless otherwise directed by DCTS staff.

- Students who must leave early from DCTS must provide written notification regarding the reason for the early dismissal by a parent, guardian or sending school district personnel. Students will only be permitted to leave with people authorized by parent or guardian. DCTS reserves the right to ask visitors for identification and deny a student to leave with anyone other than whom a parent or guardian has given written permission. Anyone picking a student up for an early dismissal must report to the main office before the student may leave.
- Students must be in attendance for 1.5 hours of their DCTS school day to be considered “present” for the school day.

Student Driving

Driving is a privilege – not a right.

- Driving/Parking Permits may be issued to students who have a valid reason for driving to school with permission from the sending school district, parent/guardian and DCTS administration. Limited student parking is available.
- Priority will be given to students in Cooperative Education Placements.
- Additional spaces will be provided on a first come, first serve basis to seniors.
- Any additional spaces will be open to juniors.
- Students interested in driving to DCTS are responsible for the following:
 - Complete and turn in a student driving permission form that can be obtained from the Main Office.
 - Provide a copy of your insurance card, registration and driver’s license.
 - Pay a fee of \$25.00 for a parking tag.

Student Passengers

Student drivers **may not** have any student passengers unless a passenger permit is obtained by the rider which includes permission from the sending school district, the parent/guardian of the driver, the parent/guardian of the rider and DCTS administration. Student passenger permission forms can be obtained in the main office. Only approved passengers will be allowed to ride to and from the school. A passenger permit is only good with one driver. There is no cost for a passenger permit.

Parking Areas

Students will park in designated student parking areas only. **Automobiles without parking tags or** work orders may be towed at the owner's expense. No students may park in front of the school building.

Student Driver Arrival/Dismissal Time

AM students will arrive by 7:40 a.m. and will be dismissed when their districts are dismissed in order to return to their home school. PM students will arrive no later than the scheduled arrival time stated on the district schedule and will be dismissed at 2:15 pm regardless of when their district is dismissed for busing. Students who do not adhere to this are subject to disciplinary action.

Speed Limit

There is a 10 MPH maximum speed limit on school property.

Disciplinary Action

- Suspension of driving privileges, revocation of driving privileges, 1 to 10 day suspension, notification of sending school district, parents and police, possible removal from DCTS. DCTS administration may deny issuing any student a driving permit for disciplinary reasons.
- Disciplinary action may be taken as a result of the following related to students driving:
 - Violation of the speed limit, other moving violations or failure to observe traffic signs and patterns
 - Reckless/dangerous/careless driving on school property
 - Parking in an unauthorized area
 - Leaving before dismissal time or leaving school grounds without permission in your vehicle
 - Driving to and from school without obtaining a driver's permit
 - Having unauthorized passengers in your vehicle (passengers without permits)
 - Arriving late for school at DCTS more than 3 times per semester.

Hall Passes

Students need to obtain a hall pass from their teacher to go anywhere in the building other than their assigned areas during instructional hours. This includes, but is not limited to, all office areas, school nurse, restrooms and other program's classrooms/lab areas.

Telephone Use

Students may use school telephones (classroom, office, nurse, etc.) if given permission by their teacher, administrator, support staff and/or office staff.

Food and Drink

Food and drink should be kept in the cafeteria during the designated breakfast and lunch periods. Students are not permitted to have food or drink in the hallways or other areas of the building, including classrooms and labs. Under no circumstances should students be ordering food and having it delivered to the school.

Cell Phone/Electronic Devices

Because the Delaware County Technical High Schools must always maintain an educational atmosphere, electronic devices and sound reproduction equipment must be properly stored during instructional time unless approved for use by the instructor for instructional purposes.

Cell Phone/Electronic Devices includes, but is not limited to, the following items:

- Cell Phone, pager, other communication equipment
- Tablets, iPads, laptops
- iPods, radios, other music players
- Electronic games
- Video recorders
- Ear buds

Personal electronic devices (with headphones/earbuds) may be used **in the foyer and in the cafeteria** before school, after school and during lunch. Under no circumstances should these devices be worn, displayed or played in other areas of the building unless authorized by DCTS administration or staff.

Violation of this policy will result in confiscation of the equipment, which will be returned in accordance with the DCTS Code of Conduct.

For a student to possess a firefighter's cellphone/pager and respond to emergency calls, he/she must obtain a letter from the fire company and present it to the Main Office to be kept on file.

The school will not be responsible for the loss of confiscated items. Unclaimed items may be discarded at the end of the school year.

Administrative intervention or investigation cannot be expected in the case of lost or stolen

unauthorized electronic devices, equipment or supplies (i.e., flash drives, cd's).

Student's Uniform, Hair, and Dress

1. Students must be in the required program specific uniform every school day. No exceptions.
2. All students are required to wear the proper safety equipment and dress in accordance with program guidelines. The instructor of each program will specify the dress code or uniform for the program as well as individual safety equipment that is required. If a student refuses to wear the identified uniform or safety equipment per the program requirements, they may be unable to participate in the lab portion of the program for safety reasons. This will affect the student's ability to meaningfully participate in the CTE program and will impact the student's skill and work ethic grade.
3. Student's dress, jewelry, and hair shall not create a health/safety hazard to the student's safety or to the safety of others.
4. Student dress shall not conflict with dress code guidelines below:
 - a. Tank tops, muscle shirts, halters, tube tops or strapless dresses without a covering shirt, blouse or jacket are inappropriate. No bare midriffs are permitted.
 - b. Clothes are to be clean, free from inappropriate markings and should fit properly.
 - c. No cut, ripped, torn or shredded clothing is permitted.
 - d. Miniskirts and shorts must come to mid-thigh when seated.
 - e. Except for religious attire, any type of head coverings, hats, caps, forehead bands and sunglasses are to be removed when the student enters the building.
 - f. Jewelry may be worn but must not pose a safety hazard.
 - g. Any garment with decorations, patches, lettering, advertisements, etc. that may be considered obscene, offensive, disruptive to the educational process, or lewd is not to be worn to school. This includes but is not limited to any garment or accessory with any sexual connotation, drug emblem, tobacco product, beer, wine, or any type or alcoholic beverage advertisement.
 - h. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must always cover the entire torso, even in movement. A boy's shirt should cover the entire crown of the shoulder.
 - i. Shoes or another appropriate footwear must always be worn.
 - j. Pants should have a belt and not drop below the hip line.
 - k. Additional dress regulations may be required in various career areas.
 - l. Visibility of undergarments is prohibited.
5. **Please see DCIU-DCTS policy 221.**

Safe2Say Something

Safe2Say Something is a school safety tool that will save lives.

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

Students should consider downloading the Safe2Say Something App for their phones. Tips can also be submitted online or by calling 1-844-723-2729.

For more information on the Safe to Say program, please visit
<https://www.safe2saypa.org/>.



SEE IT. REPORT IT.



MOBILE APP

SAFE2SAY SOMETHING



1-844-SAF2SAY

SAFE2SAY SOMETHING



SAFE2SAYPA.ORG

Discipline Policy and Code of Conduct

The following discipline code is provided to make students, parent/guardians and faculty aware of the disciplinary process and provide definitions for minor and major problem behaviors. The identified offenses in the following list are not all-inclusive but are intended to provide a general definition of the behaviors and the disciplinary action that may occur as a result of engaging in a behavior or behaviors listed below. The actual response to a particular incident will be determined by the circumstances and specific situation in which the incident occurred; however, work ethic points may be impacted by any of the behaviors listed. In addition, students who present repeated behaviors will face progressive discipline at the discretion of the building administrator. The DCTS Discipline Policy and Code of Conduct reflect the approved school board policies. **All parts of this policy refer to activities on school property, outside activities that directly impact school, and/or activities sponsored by the school.**

Minor Problem Behavior	Definition	Disciplinary Action
Absence	Unexcused 1–3 days	Follow attendance policy (p. 13–16)
Cheating/Plagiarism	Using another’s work as one’s own either with or without the assent of the second person, copying information from another source and representing it as one’s own work.	To be determined by teacher or administration based on severity of behavior. May include assigned zero or no credit for work in question for cheater and person who voluntarily shares work. Student may be given an alternate assignment to complete.
Defiance/Disrespect, Non-compliance	Student engages in brief or low intensity failure to respond to adult requests.	Teacher intervention in classroom including warning and phone call to parent/guardian contact.
Disruptive Behavior	Student engages in low intensity behavior that distracts the teacher and/or his/her ability to teach and/or other students’ ability to learn.	Teacher intervention in classroom including warning and parent/guardian contact.

Minor Problem Behavior	Definition	Disciplinary Action
Electronic Devices	Unauthorized use of any electronic device such as MP3 player, iPod, iPad, tablet, phone, electronic game, etc.	Warning, confiscation of device for remainder of day. For continuous violation of policy device may be confiscated and returned to parent/guardian, parent/guardian conference, confiscation of device for remainder to school year.
Obscene or Profane Language/Gestures	Obscene or profane language is used but is not threatening or directed to another person however it may be deemed as generally offensive by others.	Teacher intervention in classroom including warning or office referral for disciplinary action, parent/guardian contacted.
Minor Property Misuse	Student engages in low levels of property misuse.	Teacher intervention in classroom including warning, parent/guardian contacted.
Personal Display of Affection	Physical contact other than holding hands on school property.	Conference with students, warning. Continued occurrences may result in parent/guardian contact, and or conference, referral to counselor.
Safety Violation/Throwing Objects (Horseplay)	This includes running inside the building, minor horseplay wrestling, throwing objects, using tools or equipment for unintended purposes.	Depending on severity of the incident consequences may include warning, parent/guardian contact, alternative assignment.

Major Problem Behavior	Definition	Disciplinary Action
Tardy to class/school	Late to class – Three instances of lateness constitute one offense. Late to school means arriving after the late bell has sounded.	First offense – teacher will contact parent/guardian. Subsequent offenses may include administrative conference with student, conference call with parent. Please refer DCTS attendance procedures in this handbook (p. 13–16).
Unauthorized area/Cutting class/Leaving assigned area	Being in a place in the school or on school property without proper authorization.	First offense – teacher will contact parent/ guardian and student will be assigned an alternative assignment. Subsequent offenses may include suspension, administrative conference with student, conference call with parent.
Uniform violation	Student does not meet program's uniform requirements.	Student not permitted to work in lab area. Change to appropriate attire or wear attire provided by school staff or have parent/guardian bring appropriate attire to school. Several offences may require parent/guardian contact and/or conference. Habitual violation of uniform policy will result in parent/sending district meeting to determine appropriateness of placement in DCTS program.

Major Problem Behavior	Definition	Disciplinary Action
Assault	An unlawful physical attack on another person. The attack may or may not cause injury. Assault includes causing another to come into contact with bodily fluids and/or excretions.	Immediate notification to sending school. Possible 3–10 day suspension, parent/guardian conference. Notification of Police. Possible removal from technical schools.
Abusive language/Gestures	Any language, spoken, written or gestured, which is foul, filthy, indecent or lewd directed toward a student or adult. Abusive language means any language, spoken or written, which constitutes a harsh or unfair attack, or which is disrespectful though not necessarily obscene, or which consists of racial, religious or ethnic epithets that may clearly be inflammatory.	Depending on the circumstance's consequences may vary including warning, parent/guardian contact and/or conference, alternative assignment, 1–3 day suspension.
Arson	Deliberately, or through negligent, reckless action, lighting or causing a fire to be lit in school, on school property or on the school bus.	Immediate notification of sending school. Possible 3–10 day suspension, parent/guardian contact, parent/guardian conference, notification of police, restitution, possible removal from technical schools.
Bomb Threat	Claiming either in person, by telephone, writing or any other mode of communication that a bomb, or other explosive device, is, or will be placed in or around the school, school bus, school property.	Immediate notification of sending school. Possible 3–10 day suspension, parent /guardian conference, notification of police, recommendation for removal from technical schools.

Major Problem Behavior	Definition	Disciplinary Action
Bullying and Cyber Bullying	<p>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;</p> <ol style="list-style-type: none"> 1. Substantially interfering with a student's education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operations of the school. Please see DCIU-DCTS policies 247 and 249. 	Consequences will be determined by severity of actions, possible 1–10 day suspension, parent/guardian contact/conference and possible recommendation for removal from technical schools.
Computer/ Electronic misuse	Altering of computer software or hardware without authorization and/or using the computer to generate or access inappropriate material. Any violation of the DCIU appropriate use policy.	Consequences will be determined by severity and may include warning, 1–10 day suspension and restitution.
Excessive Unexcused Absences	Unexcused 3 or more days.	Follow attendance policy (p. 13–16). Habitual violation of policy will result in parent/sending district meeting to determine appropriateness of placement in DCTS program.

Major Problem Behavior	Definition	Disciplinary Action
Controlled Substances/Drug Paraphernalia	<p>Possession, consumption, under the influence of, sale or supplying illegal drugs, any prescription drug (except for those for which permission to use in school has been granted or prescribed by a registered physician for that individual's use), all look alike drugs, inhalants, and alcohol.</p> <p>Paraphernalia means any equipment or device that can be used to take, inject, inhale or otherwise contain, hold or introduce drugs into the body. Possession means on the person, in a locker or in a motor vehicle on school property. See DCIU–DCTS Policy 227</p>	<p>Immediate notification of sending school.</p> <p>Ten day suspension, parent guardian conference, notification of police. Possible recommendation for removal from technical schools</p> <p>For sale or supplying, 10 day suspension with recommendation for removal from program.</p>
Defiance/Disrespect, Insubordination/Non-compliance	<p>Student engages in refusal to follow direction, talks back, delivers socially rude interactions, and/or to comply with board-approved health and safety rules including masking requirements.</p>	<p>Depending on severity and number of occurrences possible warning, parent/guardian contact and/ or conference, 1–10 day suspension, and/or possible removal from technical schools.</p>
Disruptive Behavior	<p>Student engages in behavior causing an interruption in a class or activity.</p> <p>Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.</p>	<p>Depending on severity of behavior and number of occurrences, parent/guardian contact and/or conference, possible 1–3 day suspension.</p>

Major Problem Behavior	Definition	Disciplinary Action
Explosive Devices, Fireworks	Possession or discharge of explosive devices, inflammatory objects, fireworks and/or any other such object or device.	Depending on the nature of the object or device, 1–10 day suspension, parent/guardian conference, possible notification of police, possible recommendation of removal from technical schools.
Extortion	Causing or attempting to cause another individual or individuals to give up money, property or services by threats, intimidation or coercion. Please see DCIU–DCTS policies 247 and 249.	Possible 3–10 day suspension, parent/guardian contact, possible notification of police, possible recommendation for removal from the technical schools.
False Fire Alarm	Making a false statement about fire or causing the fire alarm system to sound.	Possible 3–10 day suspension, parent/guardian conference, notification of police, possible fine, recommendation for removal from technical schools.
Fighting	Physical contact between two or more persons during which blows are exchanged. See DCIU–DCTS Policy 249.	Parent/guardian notification and/or conference, possible 1–10 day suspension, possible notification of police, possible recommendation for removal from the technical schools.
Forgery/Falsified Documents	Making something false for the purpose of deception or fraud; to alter something for the purpose of fraud.	Depending on nature of offense, possible 1–10 day suspension, parent/guardian contact and/or conference, recommendation for removal from the technical schools.

Major Problem Behavior	Definition	Disciplinary Action
Inappropriate Attire	Dress that is inappropriate according to the description in the student handbook. See Hair and Dress under General Student Regulations. See DCIU–DCTS Policy 221.	Change to appropriate attire, or wear attire provided by school staff, or have parent/guardian bring appropriate attire to school, or parent/guardian picks up student. Repeat offenses may result in alternative assignment, suspension and/ or recommendation for removal from the technical schools under Defiance/Disrespect/Non-compliance in student handbook.
Intimidation/Ethnic Intimidation	Conduct or expression with malicious intent toward another individual or group of individuals, including school employees; committing offenses involving danger, harassment, coercion, threats, intimidation, fear or harm to such person(s). See DCIU–DCTS Policy 249.	Possible 3–10 day suspension, parent/guardian conference. Notification of police as appropriate, possible recommendation of removal from the technical schools.
Leaving School Grounds	Leaving school property as defined in student handbook.	Possible alternative assignment, 1–3 day suspension, conference with student, parent/guardian. Repeated offenses may result in up to 10 day suspension and recommendation for removal from the technical schools.
Lying to Administration	Making false statements for the purpose of deception or fraud; to alter something for the purpose of fraud.	Depending on the nature of the offense, possible Special/alternative assignment, possible 1–3 day suspension, parent/guardian contacts and/or conference.

Major Problem Behavior	Definition	Disciplinary Action
<p>Non-Discrimination in Educational Programs and Services</p> <p>Discriminatory Harassment / Sexual Harassment</p>	<p><u>Discriminatory Harassment</u></p> <p>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 (“protected class”) 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 a victim or target of such harassment, or one who is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. For purposes of this policy, harassment shall consist of unwelcome conduct, including but not limited to: 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 membership in a “protected class” when such conduct is: Sufficiently severe, persistent or pervasive; and 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.</p>	<p>Possible 1–10 day suspension, parent/guardian conference and possible notification of police and/or possible recommendation for removal from the technical schools.</p>

Major Problem Behavior	Definition	Disciplinary Action
<p>Non-Discrimination in Educational Programs and Services continued</p> <p>Discriminatory Harassment / Sexual Harassment</p>	<p><u>Sexual Harassment</u></p> <p>Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy, and includes one or more of the following: (1) an employee conditioning the provision of an aid, benefit, or service of the DCTS on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct that is determined by a reasonable person to be so severe or pervasive that, based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the DCIU-DCTS program (i.e., creates a hostile environment); or (3) sexual assault, dating violence, domestic violence or stalking.</p> <p>Please see DCIU-DCTS policies 103, 218 and 218.3.</p>	<p>Possible 1-10 day suspension, parent/guardian conference and possible notification of police and/or possible recommendation for removal from the technical schools.</p>

Major Problem Behavior	Definition	Disciplinary Action
Safety Violation/Throwing Objects	Safety violations include the failure to wear proper safety equipment, follow proper safety procedures or purposely endanger the student or other individuals.	Warning, Possible special/alternative assignment, possible 1–10 day suspension depending on severity and number of occurrences, parent/guardian contact and/or conference, possible removal from technical school program.
Sexual Misconduct	Conduct of a sexual nature, consensual or not, while on school property or while participating in a school sponsored activity. Please see DCIU–DCTS policies 218 and 218.3.	Possible 1–10 day suspension, parent/ guardian conference, possible notification of police and/or possible recommendation of removal from the technical schools.
Theft/Receive Stolen Goods	Taking, possessing or transferring the property of another without owner consent.	Depending on the nature of the theft, possible 1–10 day suspension, parent/ guardian conference, possible notification of police, restitution, and possible recommendation of removal from technical schools.
Use and/or Possession of Tobacco and Vaping Products	Possession or use of tobacco, nicotine products and/or paraphernalia and delivery devices including electronic cigarettes or vaporizers. Please see DCIU–DCTS policy 222.	Follow Act 145 of 1996 guidelines. Confiscation of tobacco paraphernalia, \$50.00 school fine per offense. Repeated occurrences may also result in up to 3 days suspension, parent/guardian conference, and complete smoking cessation class with PE/Health instructor. Under Act 93 of 2019, is a summary offense to possess nicotine and/or nicotine devices on school property and on buses. Discipline may include a summary offense citation.

Major Problem Behavior	Definition	Disciplinary Action
Threats, Terroristic Threats, Terroristic Acts	<p>Threat – Declaring an intention to inflict punishment, pain or loss upon someone else either verbally or physically.</p> <p>Terroristic Threat – 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.</p> <p>Please see DCIU–DCTS policy 218.2.</p>	<p>Depending on the circumstances – possible 3–10 day suspension, notification of police, and/ or recommendation for removal from the technical schools. Possible expulsion as per sending school</p> <p>In cases where threats are made against a school employee: Notification of police, immediate removal from building, up to 10 day suspension and recommendation for removal from the technical schools and possible expulsion as per sending school.</p>
Vandalism	Willful and malicious damage to school property.	Restitution, parent/guardian contact and/or conference, possible suspension 1–10 days, possible, police notification, possible recommendation for removal from the technical schools.
Video Taping, Taking Photographs, or Sound, Recording without authorization	Taking video, photographs or sound recordings of students or staff members without consent.	Warning, confiscation of device for remainder of day if applicable, possible special/alternative assignment, possible 1–10 day suspension depending on severity and number of occurrences, parent/guardian contact and/or conference, possible removal from technical school program.

Major Problem Behavior	Definition	Disciplinary Action
Weapons	<p>Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>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; under the student’s control while at school or DCIU–DCTS programs, on school property of DCIU–DCTS, at any school function under the jurisdiction of DCIU–DCTS or on a conveyance providing transportation or from any school function under the jurisdiction of DCIU–DCTS.</p> <p>The Board prohibits students from possessing and bringing of weapons and replicas of weapons into any DCIU–DCTS operated classroom or building, onto DCIU–DCTS property, to any DCIU–DCTS sponsored activity, and onto any public vehicle providing transportation to a DCIU–DCTS program or sponsored activity. Please see DCIU–DCTS policies 218 and 218.1.</p>	<p>Immediate 10 day suspension with possible expulsion as per sending school, and police notification.</p>

Tobacco and Vaping Product Free School and Workplace

In accordance with Acts 145 of 1996 and 93 of 2019, and with a concern for the overall health and welfare of pupils and staff within its jurisdiction, the Delaware County Intermediate Unit Board of Directors prohibits the possession and/or use of nicotine and tobacco products – including e-cigarettes and vaping devices, by pupils in school buildings, on school buses, and on school property owned by, leased by, or under the control of the Intermediate Unit.

The Board recognizes that use of tobacco products, e-cigarettes, and vaping devices by students presents a health and safety hazard which can have serious consequences for both users and non- users and the safety of the school. This is of concern to the Board. Please see DCIU-DCTS policy 222. For purposes of this policy, tobacco shall be defined as nicotine products, a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. This also applies to electronic cigarettes and vaporizers.

The Intermediate Unit will initiate prosecution of a student who violates the tobacco use policy per Act 168 of 1988, Act 145 of 1996, and Act 93 of 2019. Incidents of possession use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. The IU may initiate summary proceedings in court against offenders. A student convicted of possessing or using tobacco in a school building or on a school bus or school property owned or leased by or under the control of the Intermediate Unit may be fined up to maximum allowable amount plus court costs or admitted to alternative adjudication.

Disciplinary Action: As an alternative to prosecution, students will be required to pay a \$50 fine to the Delaware County Technical High Schools for a first-time offense along with confiscation of the tobacco and/or tobacco paraphernalia. Repeated offenses may result in up to 3 days suspension and initiation of prosecution.

Drug Free School and Workplace

It will be the policy of the Intermediate Unit to provide a learning environment that is safe and provides appropriate motivation to ensure a creative and productive student body. To this end, DCIU unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol. See DCIU-DCTS Policies 227 and 351.

Illicit drugs will mean, but not be limited to, any substance which is declared by an applicable law to be a controlled substance which is not used or possessed pursuant to lawful prescription. School premises will mean any property owned, leased, or under control of the Delaware County Intermediate Unit Board. Any school activities will mean any student activity carried out in whole or in part under the auspices of the Intermediate Unit. Under the influence of alcohol or illicit drugs will mean a person has used alcohol or illicit drugs in a manner such that the presence of the alcohol or illicit drug can be detected in the individual's body through the performance of an available test or through the appearance, behavior, demeanor or odor of the person.

The Board absolutely prohibits any student to engage in the possession, use or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit's student program activities, or for any student to be under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any school activity. Compliance with standards of conduct for student behavior in the Intermediate Unit prohibiting the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of the school activities is mandatory.

This policy shall apply to violations by students with a disability. Board policy 113.1 shall guide such occurrences.

Information received in confidence from a student shall be revealed to the student's parent/guardian, designated administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy. See DCIU-DCTS Policy 207.

Detection, Referral and Treatment

A teacher who observes symptoms of a physical or emotional abnormality, which may or may not be drug related, shall refer the student to the school nurse/designee. Symptoms associated with drug use are extreme drowsiness, excessive elation, severe mood swings, extensive change in customary behavior, unusual silliness, and complete withdrawal from all activity. If the symptoms are combined with belligerence, violence or physical abuse, the referral should be made directly to the school administrator. The school administrator in consultation with the school nurse will determine appropriate action. The parents shall be notified of action taken and asked to come to the school or hospital. The possibility of drug involvement will be explained to the parents, and they should be urged to seek prompt medical attention through their family doctor.

Reporting of Drug Offenses and/or Drug-Related Incidents

Any student found in possession of drugs or suspected of selling, transporting or distributing drugs on school property or away from school in a school-sponsored activity, shall be reported to the school administrator. Law enforcement will be contacted, and charges made. All alleged evidence of the above violations should be given to the school administrator, and the pupil is then entitled to a formal hearing which is a fundamental element of due process. At the hearing due process requirements shall be observed. The school, at all times, shall cooperate fully with law enforcement agencies, following guidelines which have been developed cooperatively by those agencies and school administrators.

The Intermediate Unit Executive Director and the Division Director shall be notified of all drug violations, and they shall take whatever action is deemed appropriate by the circumstances, including but not limited to, suspension and/or expulsion. Board notification will be by discretion of the Executive Director. The basic welfare and health of the entire student body should be the primary concern in any drug abuse offense or drug-related incident.

Disciplinary Action

Police and parent notification. Immediate 10-day suspension and possible removal from DCTS. Possible expulsion as per sending school district.

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act. Please see DCIU-DCTS policies 218 and 218.2.

Terroristic Threat – 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.

Terroristic Act – any act of violence or attempted act of violence made 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.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. Based on further investigation, the building principal/supervisor may report the student to law enforcement officials.
2. The building principal/supervisor shall promptly report the incident to the Executive Director or designee.
3. In the case of exceptional students, the Intermediate Unit will take all steps necessary to comply with the Individuals with Disabilities Education Improvement Act of 2004 and Policy 113.1.

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

Disciplinary Action

Depending on the circumstances, possible 3 – 10-day suspension, notification of police, and/or recommendation for removal from the technical schools. Possible expulsion as per sending school. In cases where threats are made against a school employee: Notification of police, immediate removal from building, up to 10 day suspension and recommendation for removal from the technical schools and possible expulsion.

Bullying/Cyberbullying

Purpose

The Delaware County Intermediate Unit is committed to providing a safe, positive learning environment for students attending DCIU-DCTS programs. 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 DCIU-DCTS students. Please see DCIU-DCTS policy 249 in Appendix.

Definitions

Bullying - 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. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operations of the school.

Extortion - is the action of one student or a group of students to obtain or withhold the property of another student by force, threat of violence or other harm, or intimidation.

Authority

The Board prohibits all forms of bullying by DCIU-DCTS students.

Delegation of Responsibility

The IU expects staff members who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If a staff member believes that his/ her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school administrator for further investigation.

Guidelines

The IU strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students will report acts of bullying to their teachers, school building administrator or other adult. The IU strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building administrator. Other school employees who observe acts of bullying shall report that conduct to the building administrator.

Investigation Procedures

The Board directs that verbal and written complaints of bullying shall be investigated

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incident and of alleged bullying. See Policy 103 in Appendix.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent conference, suspension, a loss of school privileges, exclusion from school-sponsored activities, and/or possibly working with home school districts for alternative placements.

Depending upon the severity of a particular situation, the building administrator may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Confidentiality

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

Retaliation

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

Non-Discrimination in Education Programs/Services Discriminatory Harassment Sexual Harassment

Please refer to DCIU Board Policy 103 for complete policy in Appendix.

Authority

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

The Intermediate Unit 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 Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit 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 directs any staff who become aware of sexual harassment involving a student under this policy to immediately report same to their building principal. 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 Intermediate Unit or school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, supportive measures put in place, 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. The DCIU's Title IX policy and Title IX Coordinator's contact information is located on the DCIU's website and shall be distributed to students and staff annually.

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 Intermediate Unit's legal and investigative obligations.

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. 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:

Sufficiently severe, persistent or pervasive; and 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 conduct that includes unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to DCIU's education program or activity; sexual assault; dating violence, domestic violence or stalking.

Please refer to DCIU Board Policy 103 for complete policy in Appendix.

The DCIU's Title IX policy and Title IX Coordinator contact information are posted on the website.

Suspensions/Expulsions

The Board recognizes that suspension and exclusion from the educational program are the most severe sanctions that can be imposed on a student and cannot be imposed without due process. The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel him/her. The DCIU's Title IX policy will apply under certain circumstances and includes procedures as detailed in the policy.

Exclusion from school may be affected by suspension or expulsion.

Suspension shall mean exclusion from school for an offense for a period of one (1) to ten (10) school days, by an appropriate school official, in accordance with policy of the Board.

Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days, and may be permanent expulsion from the school rolls.

An Intellectually Disabled child may not be suspended unless the Intermediate Unit obtains prior approval of the Bureau Chief of Special Education or other designated authorized official of the Department of Education. The Intermediate Unit shall ensure prompt notification of home school district so proper due process procedures are initiated. When exclusion for more than 10 cumulative days is contemplated for a student with an IEP, a manifestation determination meeting must be conducted prior to such exclusion.

Conduct Leading to Exclusion/In-School Suspensions

The following offenses may lead to exclusion from school or to in-school suspensions:

1. Using an intoxicant of any kind on school grounds or arriving at school in a state of intoxication.
2. Possessing, transmitting or using alcohol, drugs or any other substance included in the Controlled Substance Act of 1972 on school property and not prescribed for the student by a physician.
3. Possession on one's person or in one's locker of a weapon.
4. Destroying or defacing school property.
5. Smoking on school property.
6. Stealing.
7. Endangering the health and welfare of other persons in school.
8. Using obscenities and vulgarities repeatedly.
9. Fighting with or threatening a member of the school staff or student body or assault and battery upon a member of the school staff or others.
10. Using unauthorized means of transportation.
11. Insubordination or repeated acts of defiance.
12. Any act punishable as a crime in the courts which occurs during the period of time the school has jurisdiction over the student.
13. Repeated behaviors that are documented with progressive disciplinary measures at the discretion of the building administrator.

Although the above list is illustrative, it should not be construed as exhaustive. Refer to the section titled Discipline Policy and Code of Conduct in this handbook.

In-School Suspension

If one of the purposes of a school is to promote achievement, it seems appropriate to

establish procedures whereby a student who has committed an offense which could lead to exclusion from school may be permitted to remain in school in order to complete assignments which could promote greater achievement. Therefore, in-school suspension, in some cases, may be a viable alternative to excluding a pupil from school. The following procedure for dispensing in-school suspensions shall be followed:

1. When a student has been given an in-school suspension, a letter of notification explaining the nature of the offense(s) and describing the procedures the student will observe during the suspension shall be
2. The student will be informed of the reasons and be given a chance to respond.
3. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the school administrator shall be offered to the student and the student's parents or guardian, prior to the eleventh school day.
4. The school has the responsibility to make provisions for the student's education during the in-school suspension.

Procedure in Case of Suspension and Expulsion

The following procedures shall govern expulsion of a student:

1. No student may receive a suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. However, prior notice need not be given when it is clear that the health, safety or welfare of the school community is threatened. The student's parents or guardian shall be promptly notified of any suspension.
2. Except as provided in policy, no student may receive a suspension in excess of three (3) days unless the student and parents or guardian, at an informal hearing promptly held, have been informed of the reasons for the suspension and have been given an opportunity to respond before the suspension becomes effective.
3. The maximum period a student may be suspended without a formal hearing for an offense shall not exceed ten (10) school days. Suspensions may not be accumulated or made to run consecutively beyond this ten- school day limitation.
4. During the period prior to the suspension, or the hearing and decision of the Board in an expulsion case, the student shall be placed in his/her normal class, subject to #6 below.
5. No student shall be denied the opportunity to make up exams and work missed while being disciplined by suspension. To accomplish this, guidelines shall be established by administrative regulations.
6. When suspension or expulsion proceedings are initiated, if it is determined that a student's presence in his/her normal class would constitute a threat to the health, morals or welfare of others, and it is not possible to hold an

informal hearing immediately, the student may be excluded from school immediately, provided an informal hearing is held within three (3) school days.

Informal Hearings

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the school administrator to discuss ways by which future offenses can be avoided. At the informal hearing the following due process requirements shall be observed:

1. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
2. Sufficient notice of the time and place of the informal hearing.
3. A student has the right to question any witnesses present at the meeting.
4. The student's right to speak and produce witnesses on his/her own behalf.
5. The hearing shall be held within the first three (3) days of the suspension.

Formal Hearings

Education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be excluded from school or placed on in-school suspension for more than ten (10) days. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process. Formal hearings are a function of the school district of residence.

Alternative Assignment

Students who have received a discipline referral for violating the DCTS Code of Conduct may be given an alternative assignment to be served during the school day. This assignment may include a work-related assignment tied directly to their field of study. It may consist of an essay on positive work environment, workplace safety, or skills related to the field. The goal of the alternative assignment is to limit the amount of school days missed by the students due to inappropriate behaviors. This positive approach is used to help promote a positive environment for all students and help teach them the life-long skills that will help ensure their ability to maintain employment through their careers. Assignments will be at the discretion of the lead teacher and/or principal in cooperation with instructors. Alternative Assignments will not be used as a consequence for unlawful absence or truancy.

Searches

The Board acknowledges the need for safe storage of books, clothing, school materials and other personal property and may provide lockers or other form of storage for these purposes. The Board acknowledges the need for a safe learning environment free from weapons, illicit drugs and alcohol. It shall be the policy of the Board that all lockers or other forms of

storage are and shall remain the property of the Intermediate Unit or school district. As such, students shall have no expectation of privacy of these units.

The Board establishes that students should keep their assigned lockers closed and locked against incursion by other students. No student may use a locker as a depository for a substance or object which is prohibited by law or school rules, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board establishes the authority of school administrators to conduct unannounced searches of schools through the use of, but not limited to, canine surveillance. The Board authorizes its school officials to search a student or his/her locker if they have reasonable suspicion of criminal activity or possession of contraband items. Reasonable suspicion shall be based on such facts and circumstances as would lead a prudent person to conclude that criminal activity exists. Before a student's locker is searched, every effort will be made for the student to be notified and provided the opportunity to be present during the search. School authorities, however, may search a student's locker without prior warning on seeking contraband because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. A search thus becomes a reasonable exercise of school government in the interests of the health, welfare, and safety of all students.

Please refer to DCIU-DCTS Board Policy 226 for complete policy in Appendix.

Complaint Procedure

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy. Please refer to DCIU-DCTS Policy 219.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her counselor; and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement (assistance available for Americans with Disabilities Act (ADA) eligible students) of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of the facts giving rise to it.
2. Manner and extent to which the student believes he/she has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint should then be submitted to the building principal/supervisor and the Executive Director or designee, within a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school authority. The student may seek the help of a parent or guardian at any step.

Guidelines for Discipline of Special Needs Students

The Individuals with Disabilities Education Act, Pennsylvania Chapter 14, and Policy 113.1 provide specific guidelines which Delaware County Technical High Schools must follow when considering the exclusion of a student with a disability (eligible student).

1. **Disciplinary Exclusion** means the suspension or expulsion of a student for disciplinary reasons. If the student has a disability (eligible student), the School District should determine whether the disciplinary exclusion being considered is **a change in educational placement**. *If an exclusion is a change in educational placement then a manifestation determination must be held.*
 - a. **A change in educational placement** occurs when the disciplinary exclusion:
 - i. Is intended to last for more than 10 consecutive school days;
 - ii. Exceeds 15 school days when cumulated with other disciplinary exclusions in a single school year or patterns of suspensions for substantially identical behaviors; or
 - iii. Involves a student with an Intellectual Disability (for any length of time).
 - b. If the disciplinary exclusion is **NOT** a change in educational placement, the School District may proceed with the discipline following the requirements of Chapter 14 and IDEA.
2. **Special Education Mandates**
 - a. The Individuals with Disabilities Education Improvement Act, Pennsylvania Chapter 14 Regulations, and Delaware County Intermediate Unit School Board Policies provide specific guidelines which Delaware County Technical High Schools must follow when considering disciplining a student with a disability.
 - b. Positive behavioral supports shall be used with students with disabilities to promote and strengthen desirable behaviors and to reduce identified inappropriate behaviors.
 - c. Students with disabilities who engage in inappropriate behavior, disruptive

activities, and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs, Positive Behavioral Support Plans and Board Policies.

- d. During any period of disciplinary action, the student shall continue to receive a free and appropriate public education, in accordance with federal and state law.

3. Functional Behavioral Assessment

In cooperation with the sending school districts, the team may begin by analyzing antecedents, behaviors, and consequences to develop a Behavior Support Plan or modify an existing plan.

4. Manifestation Determination

DCTS representatives are available to participate as members during *Manifestation Determination Hearings*. *A Manifestation Determination, made by the student's IEP team, answers questions about the student's behavior as follows:*

- a. Was the behavior caused by, or had direct and substantial relationship to, the child's disability? or
- b. Was the student's conduct the direct result of the school's failure to implement the IEP?
- c. If the team answers "no" to both questions, they may proceed with a suspension or expulsion. If the answer is "yes" to either question, the team may not proceed.

5. Suspensions

If a student's behavior was not a manifestation of his/her disability, school personnel may suspend the student for violation of the code of conduct for up to 10 consecutive. Suspension should not be the first option considered for special needs students.

6. Changes in Educational Placement

The following constitute changes in educational placement, and can be implemented only in rare circumstances (See Chapter 14 Regulations):

- a. Suspension for more than 10 consecutive school days
- b. Suspension exceeds 15 cumulative days in a school year or patterns of suspensions for substantially identical behaviors
- c. Suspension of a student with an Intellectual Disability for any length of time

Use of Medications

Purpose

The Delaware County Technical High Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent/ legal guardian or family physician to a student during school hours will be permitted only when failure to take medicine would jeopardize the health of the student, and/or the student would not be able to attend school if the medication were not made available during school hours.

Definition

For purposes of this policy, medication shall include all medicines prescribed by a physician, any patent drug, aspirin, and cough medications. The term shall not include “medical marijuana” products and/or medications, even when prescribed.

Authority

Before any medication may be administered to or by any student during school hours, the Board shall require:

- a. The written request which shall give permission for such administration and shall relieve the Board, its employees and agents, of liability for administration of medication; and
- b. The written order of the prescribing physician, which shall include the name and purpose of the medication, dosage, time at which, or special circumstances under which, the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication; or
- c. Standing orders of the school physician which apply to the medication to be administered to the student.
- d. All medications delivered to the school entity must be in the original containers.

The Executive Director or designee shall develop procedures for the administration and self-administration of students’ medications.

All medications shall be administered by the school nurse or professional assistant under his/her direction.

All Intermediate Unit employees involved in administration or supervision of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Any student requiring the administration of medical marijuana during the school day must do so off school grounds and, with parent/guardian, as applicable, is responsible to make arrangements to do so safely. Student and parent/guardian must notify DCTS when the student is leaving school grounds for this purpose and when/if the student is expected to return.

Student Self-Administration

To self-administer medication under the supervision of the school nurse, the school age student must be able to:

- a. Respond to and visually recognize his/her name.
- b. Identify his/her medication.
- c. Measure, pour and administer the prescribed dosage.
- d. Sign his/her medication sheet to acknowledge having taken the medication.
- e. Demonstrate a cooperative attitude in all aspects of self- administration.

Inappropriate use/abuse of the authority set forth in this policy and other related policies can/will lead to disciplinary action up to exclusion from program.

All medications shall be retained in the nurse's office and students shall report to the nurse for medication. On an annual basis, the nurse shall request that parents provide updated prescriptions and parental approvals to administer all medications.

Possession/Use of Asthma Inhalers and Epinephrine Auto-Injectors, and Diabetes Medication/Monitoring

The Board shall permit students to possess asthma inhalers, Epinephrine Auto-Injectors ("Epi pens"), and diabetes medication/monitoring equipment, and to self-administer the prescribed medication when such is parent authorized.

Possession and use of asthma inhalers, Epi pens, and diabetes medication/monitoring equipment by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler, Epi pen, or diabetes medication/monitoring equipment during school hours, the Board shall require the following:

- a. A written request from the parent/guardian that the Intermediate Unit comply with the order of the physician, certified registered nurse practitioner or physician assistant.
- b. A statement from the parent/guardian acknowledging that the Intermediate Unit is not responsible for ensuring that the medication is taken, and relieving the Intermediate Unit and its employees of responsibility for the benefits or consequences of the prescribed medication.

- c. A written statement from the student's physician, certified registered nurse practitioner or physician assistant that states:
 1. Name of drug.
 2. Prescribed dosage.
 3. Times medication is to be taken.
 4. Length of time medication is prescribed.
 5. Diagnosis or reason medication is needed, unless confidential.
 6. Potential serious reaction or side effects of medication.
 7. Emergency response.
 8. If student is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler, Epi pen, or diabetes medication/monitoring equipment is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse/designee immediately following each use of an asthma inhaler, Epi pen or diabetes medication/monitoring equipment.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication, Epi pen, or diabetes medication/monitoring equipment and loss of privileges. In addition, parents will be notified of the loss of privileges and that the asthma inhaler, Epi pen, or diabetes medication/monitoring equipment will be stored in an accessible location near the student. The teachers will be notified of the location and will be provided access thereto. Use other than as intended for specific student will lead to discipline and/or criminal charges.

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

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler, Epi pen or diabetes medication/monitoring equipment and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

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

- a. Respond to and visually recognize his/her name.
- b. Identify his/her medication.
- c. Demonstrate the proper technique for self-administering medication.

- d. Sign his/her medication sheet to acknowledge having taken the medication.
- e. Demonstrate a cooperative attitude in all aspects of self-administration.

The Board shall permit its school physician to prescribe, via standing orders, Epi pens in the name of the Intermediate Unit, to be maintained for use as described herein. The supply of Epi pens shall be maintained in a safe, secure location at all times. The school nurse assigned to each building shall be responsible for the storage and use of the Epi pens and shall be trained by the Department of Health.

The Board shall permit a trained nurse or school employee to provide an Epi pen that meets the student's prescription on file, or the Intermediate Unit physician's standing orders:

- a. to a student who is authorized to self-administer the Epi pen
- b. by administering the Epi pen to him/her; or
- c. by administering an Epi pen per the Intermediate Unit's standing orders to a student the employee, in good faith, believes to be having an anaphylactic reaction.

The Executive Director or designee, in conjunction with Intermediate Unit nurses, shall develop procedures for student possession of asthma inhalers, Epi pens, or diabetes medication/monitoring equipment and self-administration of prescribed medicine.

The Intermediate Unit shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers and Epi pens.

When an asthma inhaler, Epi pen, or diabetes medication/monitoring equipment is initially brought to an Intermediate Unit program by a student, the school/Intermediate Unit nurse shall be responsible to complete the following:

- a. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, and these shall be kept in the office of the: Building Administrator Intermediate Unit/School Nurse.
- b. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
- c. Determine the student's ability to self-administer medication and the need for care and supervision.
- d. Maintain an individual medication log for all students possessing asthma inhalers, Epi pens, or diabetes medication/monitoring equipment.

Disclosure/Release of Directory Information

Pennsylvania Act 10 of 1991 and the National Defense Authorization Act require public high schools to release to military recruiters when requested the names, addresses, and telephone numbers of high school juniors and seniors. Students may request in writing that their names be excluded by submitting this request to the principal of the technical school campus that the student attends.

Internet Access, E-mail & Network Resources Acceptable Use Policy

Purpose

Internet access, electronic mail (E-mail) and network resources are available to teachers, administrators and students in the Organization, which includes the Delaware County Intermediate Unit and the Delaware County Technical Schools, for educational and instructional purposes and other purposes consistent with the educational mission of the Organization. The Delaware County Intermediate Unit and the Delaware County Technical Schools will be referred to as “Organization” throughout this policy. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use.

Procedures

1. Monitoring. With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The Organization cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the Organization cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the Organization online computer network. Specifically, as required by the Children’s Internet Protection Act.
2. Filter. The Organization will employ the use of an Internet filter (the “Filter”) as a technology protection measure pursuant to the Children’s Internet Protection Act, blocking shall apply to visual depictions of materials deemed obscene or child pornography, or to any materials deemed harmful to minors. The Filter may be disabled by the Network Administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.
3. Access Agreement. All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the Organization’s Internet, E-mail and Network Access

Agreement. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/ Guardians. Students may not use the Organization's computers for access to the Internet or for E-mail without the approval or supervision of a teacher or Organization staff member.

Acceptable Use Policy

Prohibitions. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the Organization and in accordance with this policy and the Children's Internet Protection Act. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement or for-profit purposes. Use for lobby or political purposes.
4. Use to interfere with a computer system and/or damage the data, files, operations, and software or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
6. Visiting Internet websites that provide materials or suggest violence against others. The illegal installation, distribution, reproduction or use of copyrighted software.
7. Use to access, view or obtain material that is pornography or child pornography. Use to transmit material likely to be offensive or objectionable to recipients.
8. Use to obtain copy or modify files, passwords, data or information belonging to other users. Use to misrepresent other users on the network.
9. Use of another person e-mail address, user account or password.
10. Loading or use of unauthorized games, programs, files, music or other electronic media.
11. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
12. Use to upload, create or attempt to create a computer virus.
13. Unauthorized disclosure, use or dissemination of personal information regarding minors.
14. Use for purposes of accessing, sending, creating or posting, materials or communications that are: Damaging to another's reputation, Abusive, Obscene, Sexually oriented, and Threatening, Contrary to the Organization policy on harassment, harassing, or Illegal.
15. Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines. (Copies of the Fair Use Guidelines are available in the Film library and the Technology Center.)

16. Use to invade the privacy of other persons. Posting anonymous messages.
17. Use to read delete, copy or modify the E-mail or file of other users or deliberately interfering with the ability of other users to send or receive E-mail.
18. Use while access privileges are suspended or revoked.
19. Any attempt to circumvent or disable the filter or any security measure.

Students. In addition to the above, Student users (and any other minors) also:

1. Shall not use the system to access inappropriate materials or materials that may be harmful to minors. Shall not disclose, use or disseminate any personal identification information of themselves or other students.
2. Shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others.
2. General organization rules and policies for behavior and communication apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language. Do not reveal the personal address or telephone numbers of others.
3. Recognize that E-mail is not private or confidential.
4. Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users. Consider all communications and information accessible via the Internet are not private.
5. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Security. Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security breach, weakness or other problem to the system administrator. The breach, weakness or other problem is not to be demonstrated to other users.

Consequences of Inappropriate Use

The user shall be subject to appropriate discipline, including possible permanent expulsion depending on the severity, and/or in the event any one or more provisions of this policy is violated. In addition to disciplinary procedures, the user shall be responsible for damage to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The Organization reserves the right to remove a user

account from the network to prevent unauthorized or illegal activity. The use of the Internet and E-mail is a privilege, not a right. Organization administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use, and their decision is final. Refer to the section titled Discipline Policy and Code of Conduct in this handbook.

Other Issues

1. Disclaimer. The Organization makes no warranties of any kind, whether express or implied, for the service it is providing. The Organization is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the Organization's computers is at the user's risk. The Organization disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.
2. Charges. The Organization assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.
3. List Servers and Software. Subscriptions to list servers must be pre-approved by the Organization. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has specific, prior written permission from a teacher or administrator.

Please Note: No student will be permitted to participate in their technical area lab area until Student Agreement Form and Career Objective Form are signed and returned to school.

The Delaware County Intermediate Unit and the Delaware County Technical High Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment practices as required by Title VI, VII, IX, Section 504, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act of 2008. Career and Technical Education program offerings include: Biomedical Technology & Laboratory Sciences, Dental Technology, Emergency & Protective Services, Exercise Therapy & Sports Science, Health Sciences, Medical Careers, Advertising Design & Commercial Art, Computer IT Programming & Software Development, Computer Networking & Digital Forensics, Engineering Technologies, Building Trades, Carpentry, Electrical Construction Technology, Heating, Ventilation & Air Conditioning/Plumbing, Welding, Cosmetology, Culinary Arts & Food Service Management, Culinary Arts & Hospitality, Early Childhood Education, Automotive Technology, Collision Repair Technology, and Logistics & Inventory Management. Inquiries may be directed to the Delaware County Intermediate Unit Director of Human Resources, Mr. Frank Salerno who is the Title IX Coordinator and the Section 504 Coordinator. Mr. Salerno can be reached at 200 Yale Avenue, Morton, PA 19070, 610-938-9000 or fsalerno@dciu.org. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the Supervisor of Facilities, Mr. Jason Glass at 200 Yale Avenue, Morton, PA 19070, 610-938-9000 or jglass@dciu.org.

Admission to a technical program depends upon available space in technical program based on allotment of school district, random selection for programs with waiting lists, student interest and aptitude for program, grades, attendance, behavior, and transition/placement meeting with student's home district as needed. Limited English proficiency will not be a barrier to admission and participation in a technical program. A qualified representative from the school district may assist the applicant/guardian in completing the application and assist during the admission and technical placement process. Translation of all documents is available.

Appendices



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Educational Programs/Services
Code	103
Status	Active
Adopted	March 14, 2018
Last Revised	November 4, 2020

Authority

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

The Intermediate Unit 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 Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit 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 Intermediate Unit or 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 Intermediate Unit'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 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

Actual Knowledge means notice of sexual harassment or allegations of such to the T9C or any official of the recipient who has authority to institute corrective actions, or to any employee of an elementary and secondary school.

Education program or activity includes locations, events, or circumstances over which the recipient exercised substantial control over the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Formal Complaint means a document (including signature or otherwise indicates the complainant is the person filing) filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the recipient investigate. *At the time of filing, the complainant must be participating in or attempting to participate in the education program or activity of the recipient. [\[29\]](#)[\[30\]](#)

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. [\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

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

1. Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. **Sexual harassment** shall consist of conduct that satisfies one or more of the following: An employee of the recipient conditioning the provision of an aid, benefit, or service of the DCIU on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the DCIU's education program or activity; or
3. Sexual assault (defined in 20 USC 1092(f)(6)(A)(v)), dating violence (defined in 34 USC 12291(a)(10)), domestic violence (defined in 34 USC 12291(a)(8)), or stalking (defined in 34 USC 12291(a)(30)). [\[31\]](#)[\[32\]](#)

Supportive Measures means nondisciplinary, nonpunitive individualized services offered as appropriate and reasonably available, and without fee, before or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the recipient's education program/activity without unreasonably burdening the other party. [\[29\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer. The Human Resources Director shall be its Title IX Coordinator. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer and Title IX Coordinator. [\[33\]](#)

The Compliance Officer, in conjunction with the Director of Human Resources, shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, employee unions and professional organizations, 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 Intermediate Unit'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 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 services to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Support - Assurance that like aspects of the educational 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 administrators and program supervisors in processing complaints.

The building administrator or program supervisor 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 administrator or program supervisor is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the 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 and Title IX Coordinator of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator or program supervisor, another Intermediate Unit employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim supportive measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Guidelines

Response to Title IX Sexual Harassment

General -

When the DCIU receives Actual Knowledge, it must respond promptly and reasonably in light of the known circumstances. The response must treat complainants and respondents equitably by offering supportive measures to the complainant, and following the grievance process before imposing disciplinary sanctions or other actions that are not supportive measures, against the respondent. The Title IX Coordinator must promptly contact the complainant to discuss the supportive measures, consider complainant's wishes, inform the complainant of the availability of supportive measures with/without filing a formal complaint, and explain the process for filing a formal complaint.

Formal Complaint/Grievance Procedure

Step 1 – Reporting

A student or other 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 administrator or program supervisor. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator or program supervisor.

An Intermediate Unit 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 administrator or program supervisor, as well as properly making any mandatory police or child protective services reports required by law. [25]

If the building administrator or program supervisor is the subject of a complaint, the student, other party or employee shall report the incident directly to the Compliance Officer/Title IX Coordinator.

The complainant or reporting employee may be encouraged to use the Intermediate Unit's report form, available from the building administrator 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.

Supportive measures should be put in place where practicable.

The respondent must be presumed to be not responsible until a determination is made.

Upon receipt of a formal complaint, the DCIU must give written notice of the allegations of sexual harassment and the DCIU's grievance procedure to the complainant and the respondent.

Step 2 – Investigation

Where an attorney is not used to conduct an investigation into a discrimination complaint, only unbiased individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy. The parties shall be treated equitably.

The investigator shall work with the Compliance Officer/Title IX Coordinator 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 respondent shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or 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 respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator may obtain voluntary written consent from an employee, student, and or parents/guardians to obtain confidential records not otherwise available to the DCIU. 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. [26][25][27]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident 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 Intermediate Unit'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 five working (5) days after the conclusion of the investigation. 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 by a preponderance of the evidence, 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 Intermediate Unit 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.

In matters under Title IX, prior to finalization, the findings of the investigation shall be provided to the complainant and the respondent. The parties shall have 10 calendar days to submit a response to be considered by the investigator before the report is finalized. After the report has been finalized, it will be provided to the complainant, respondent, and Compliance Officer/Title IX Coordinator. In all other matters, the parties shall be informed of the outcome of the investigation, within a reasonable time of the submission of the written report. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – Intermediate Unit 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 Intermediate Unit shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Intermediate Unit 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 program environment. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Corrective actions may include, but need not be limited to supportive measures previously put in place.

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, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

If it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, did not occur in the DCIU's program or activity, or did not occur against a person in the United States, then the DCIU must dismiss the formal complaint.

Appeal Procedure

1. The DCIU must offer both complainant and respondent an appeal from a dismissal or determination of responsibility, respectively, only on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available previously; and (3) the Title IX Coordinator or investigator had a conflict of interest or bias for or against complainants or respondents that affected the outcome. The DCIU shall notify the other party if an appeal is taken.
2. The party wishing to take an appeal may submit a written appeal to the Compliance Officer within ten (10) working days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.
3. 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.
4. The person handling the appeal shall prepare a written response to the appeal at the conclusion of the review. Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation. This shall be the final step in the process.

Record Retention

The DCIU must maintain for seven (7) years records of each sexual harassment investigation under this policy, including any finding, appeal, and Title IX training materials.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301-A
6. 24 P.S. 1310
7. 24 P.S. 5004
8. 20 U.S.C. 1681 et seq
9. 29 U.S.C. 794
10. 42 U.S.C. 12101 et seq
11. 42 U.S.C. 1981 et seq
12. 42 U.S.C. 2000d et seq
13. 43 P.S. 951 et seq
14. Pol. 103.1
15. Pol. 218
16. Pol. 247
17. Pol. 249
18. U.S. Const. Amend. XIV, Equal Protection Clause
19. 29 CFR 1604.11
20. 29 CFR 1606.8
21. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
22. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
23. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Pol. 806
26. 18 Pa. C.S.A. 2709
27. Pol. 815
28. 24 P.S. 1301
29. 34 CFR 106.30
30. 34 CFR 106.45
31. 20 U.S.C. 1092
32. 34 U.S.C. 12291
33. 34 CFR 106.8
- 24 P.S. 1601-C et seq
- 20 U.S.C. 1400 et seq
- U.S. Const. Amend. I
- 20 U.S.C. 1232g
- 34 CFR Part 99
- 28 CFR Part 35
- 28 CFR Part 41
- 34 CFR Part 100
- 34 CFR Part 104

[34 CFR Part 106](#)

[34 CFR Part 110](#)

[Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 \(2020\)](#)

[Gebser v. Lago Vista Independent School District, 524 U.S. 274 \(1998\)](#)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 113

Pol. 113.1

Pol. 113.2

Pol. 113.3

Pol. 138

Pol. 216

Pol. 220

Pol. 233

Pol. 251

Pol. 252

Pol. 317

Pol. 317.1

Pol. 320

Pol. 701

Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226
Status	Active
Adopted	October 5, 2022 (Scheduled for Revision and Approval)

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the Intermediate Unit'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

Intermediate Unit administration 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 the Intermediate Unit, while attending an Intermediate Unit program, while on Intermediate Unit grounds or when otherwise under supervision of the Intermediate Unit, 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 Board has a compelling interest in protecting and preserving the health, safety, and welfare of the school and program 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 Intermediate Unit property and into Intermediate Unit programs of controlled substances, weapons or other dangerous materials.[\[5\]](#)[\[6\]](#)

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 Executive Director, Chief Financial Officer, Assistant to the Executive Director of Divisions, or Director of Human Resources, in consultation with the Intermediate Unit solicitor, should develop guidelines and procedures to implement this policy, and shall ensure that Intermediate Unit 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 the Intermediate Unit, on Intermediate Unit grounds or when otherwise under Intermediate Unit 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 program administrator 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 Intermediate Unit 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, Board 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 Intermediate Unit property, may be conducted during the program day or upon entry into Intermediate Unit buildings or Intermediate Unit activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto Intermediate Unit 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 an Intermediate Unit-sponsored activity, or into other times and places that students are under Intermediate Unit 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 Executive Director or Assistant to the Executive Directors for Divisions, in consultation with the Intermediate Unit solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[7]

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 Intermediate Unit grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

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 Intermediate Unit 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. Intermediate Unit 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.[7]

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 the Intermediate Unit and Intermediate Unit programs. Such lockers are and shall remain the property of the Intermediate Unit, 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/program rules, or that constitutes a threat to the health, safety or welfare of the occupants of the 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 Intermediate Unit, or if the Intermediate Unit does not provide locks, personal combination locks for which the combination has been provided to designated 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 program administrator shall be present whenever a student locker is inspected for cleanliness or is searched. The program administrator 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.

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 program 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 Executive Director and the Intermediate Unit 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, Board policies or school/program 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 program administrator 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.

Legal

1. PA Const. Art. I Sec. 8
2. 24 P.S. 914-A
3. 22 PA Code 12.14
4. U.S. Const. Amend. IV
5. Pol. 218.1
6. Pol. 227
7. Pol. 805.1

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	July 7, 2021

Purpose

The Board is committed to providing a safe, positive learning environment for students attending Intermediate Unit programs. 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 Intermediate Unit 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.[\[1\]](#)

Extortion is the action of one (1) student or a group of students to obtain or withhold the property of another student by force, threat of violence or other harm, or intimidation.

Authority

The Board prohibits all forms of bullying by Intermediate Unit students.[\[1\]](#)

The IU expects staff members who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school administrator for further investigation.

Student, Parent/Guardian and Employee Reporting

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

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building administrator. Other school employees who observe acts of bullying shall report that conduct to the building administrator.

Investigation Procedures

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any

complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

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

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the Intermediate Unit'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.

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent conference, suspension, a loss of school privileges, exclusion from school-sponsored activities, and/or possibly working with home school districts for alternative placements.

Depending upon the severity of a particular situation, the building administrator may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Dissemination and Training

A summary of this policy shall be included in the student handbook.

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| Legal | 1. 24 P.S. 1303.1-A |
| | 2. Pol. 103 |
| | 3. Pol. 103.1 |
| | 4. 22 PA Code 12.3 |
| | 5. Pol. 218 |
| | 6. 20 U.S.C. 7118 |
| | 7. 24 P.S. 1302-A |
| | 8. Pol. 236 |
| | 9. Pol. 233 |
| | Pol. 113.1 |

DELAWARE COUNTY



TECHNICAL HIGH SCHOOLS



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