



Schuylkill Valley Elementary School

2023-2024

Dr. Shannon O'Donnell, Principal
Mrs. Jacqueline Rivas, Assistant Principal

62 Ashley Way
Leesport, Pennsylvania 19533
610-926-4165
www.schuylkillvalley.org

The rules in the SVES Handbook are in addition to the school district's board, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, school district authority.

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ACADEMIC/SCHOOL INFORMATION

We welcome you to the 2023-2024 school year at Schuylkill Valley Elementary! Schuylkill Valley Elementary School strives to provide an environment where children can become lifelong learners. Laying foundational reading skills on which all subsequent learning can be built, has been the focus of our efforts at the elementary school. As with any new skill, we know students must spend significant time practicing these skills in authentic, meaningful situations. Therefore, students are given extended opportunities to practice their reading skills throughout our language arts block on self-selected texts at their reading level. Students can regularly be seen engaging in their Daily 5 activities. Staff members regularly gather, analyze, and utilize data to inform and differentiate their instruction for our students. Each grade level has scheduled daily WIN time (What I Need), where students are provided with academic intervention and enrichment. Our Title I reading program is a strong component of our intervention plan. In addition to the core curriculum in language arts, math, science, and social studies, our students receive instruction in music, art, physical education, and library. Additionally, we offer a variety of services for children with special needs including speech and language support, learning support, autistic support, and gifted education to address students' individual needs. At Schuylkill Valley Elementary School, each student is challenged to think, question, and create.

Please read the information presented in this agenda book as well as in the SVES handbook so that you are aware of our expectations as well as what you can expect from us. The SVES handbook can be found on the elementary website under the "For Parents" tab on the top bar. Thank you for joining our family – we look forward to an incredible school year!

Vision

Our vision at Schuylkill Valley Elementary School is to empower students to realize their fullest potential. We expect them to be responsible, respectful and engaged citizens.

Mission

The mission of the Schuylkill Valley Elementary School is to provide a safe, nurturing environment in which each student is challenged to think critically, problem-solve, create, and communicate. With the cooperation of parents and the community, we prepare our students to be responsible and contributing members of society.

Hours

8:40 a.m. to 8:50 A.M.
3:20 P.M.
3:15 to 3:35 P.M.

School Buses Arrive/Students Enter Classroom
Parent Pick-up students dismissed
Load Buses / Dismissal

On an early dismissal day, all students are dismissed at 12:00 PM and lunch will not be served. If your child must go to a different bus stop, please send a note at least two days in advance.

Contacts

Schuylkill Valley Administration Office

929 Lakeshore Drive
Leesport, PA 19533-8631
Telephone: 610-916-0957

Schuylkill Valley High School

929 Lakeshore Drive
Leesport, PA 19533-8631
Telephone: 610-926-1706

Schuylkill Valley Middle School

114 Ontelaunee Drive
Leesport, PA 19533-8630
Telephone: 610-926-7111

Schuylkill Valley Elementary School

62 Ashley Way
Leesport, PA 19533-8629
Telephone: 610-926-4165

Office personnel are on duty at the Elementary School between the hours of 7:30 A.M. and 4:00 P.M. Telephone contacts should be made between these hours

Student Rights and Responsibilities

Student Rights

- To receive a free high-quality and equitable public education
- To be physically and emotionally safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints of concerns to the school principal or staff for resolution
- To tell his or her side of the story before receiving disciplinary consequences
- To be told the reason(s) for any disciplinary action both verbally and in writing
- To be provided information about appealing disciplinary actions

Student Responsibilities – Code of Conduct

- Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - Dress and groom to meet standards of safety and health, and not cause substation disruption to the educational process.
 - Assist the school staff in operating a safe school for the students enrolled therein.
 - Comply with Commonwealth and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily and be in time at all classes and other school functions.
 - Make up work when absent from school.
 - Pursue and attempt to complete satisfactorily the courses of student prescribed by local school authorities.
 - Report accurately in student media.
 - Not use obscene language in student media and or on school premises.

Attendance Information

COMPULSARY ATTENDANCE - The State Education Department requires the school to keep an accurate record of every student's attendance at school. Such records must show the true cause of every absence. All students are required to provide written excuses from a parent or guardian within 3 days of return to school.

As per School Board Policy 204, regular attendance at school is not only Commonwealth law, it is vital to the learning process. When a child has been absent from school, a written excuse signed by the parent/guardian indicating the day/date of the absence and stating the reason for the absence is required. This written excuse should be sent to the teacher the day the child returns to school. Parents of children who have been absent from school for three or more consecutive days may be required to obtain a doctor's excuse. In addition, once a child has accumulated **ten days of parent verified absences**, **a doctor's note will be required for all subsequent days missed. If a doctor's note is not provided, any additional days after 10 will be coded as "illegal" and may be subject to fines.**

Pennsylvania law allows a child to be absent from school for the following, very limited set of reasons:

- Death in immediate family
- Educational trips – limited to five school days, once per school year. Educational trips **will not be approved** during mandatory state assessments – PSSA. An educational trip form must be submitted at least 5 days in advance of the trip for consideration for approval by administration
- Extraordinary circumstances (administrator approval required)
- Quarantine
- Recovery from an accident
- Required court attendance
- Religious holidays
- Student Illness

Student Absence Reporting Procedure:

In order to ensure the safety of all our students, all student absences must be reported to the office by 9:00 A.M. on the day of the absence. Please adhere to the following guidelines to report your child absent from school:

- Call the school office at **610-926-4165** by 9:00 A.M. or email: esabsence@schuylkillvalley.org
- Provide the first and last name of the child and the homeroom teacher's name.
- Provide the reason for the absence.

*Please note: A signed excuse note must be sent to the office the day the student returns to school.

Attendance Letters/SAIP Process:

1. 3-day letter – sent when a student accrues 3 days of unlawful/unexcused absences
2. 5-day letter – sent when a student accrues 5 days of excused/unexcused absences
3. Student Attendance Improvement Conference Letter (SAIC) to be sent when a student attendance improvement plan (SAIP) must be completed. These may be completed once a student accrues 5 days of unexcused/unlawful absence
4. 10-day letter - sent when a student accrues 10 days of excused/unexcused absences

Absences and School Activities

Students absent from school due to illness **may not** attend or participate in any school sponsored after-school activity on the day(s) of their absence. Students who arrive at school by 9:00 am or are excused by the principal for reasons other than medical, are not included in this rule.

Arrival to School

Students who do not ride the bus to school shall be dropped off, curbside, at door 16. Parents shall remain in the vehicle as student(s) exit on the sidewalk side. The doors open at 8:40 am and close promptly at 8:50 am. Students arriving after the doors are closed must be taken into the office and signed in by a parent.

Doctor/Dental Appointments

Any student arriving late or leaving early to go to a doctor/dental appointment must have a doctor's note verifying the appointment. Any student who does not supply a doctor's note will be marked as unexcused.

Releasing Students for Appointments

Children are granted permission to leave school for appointments with a doctor, dentist, or for emergency reasons. Please adhere to the procedure listed below for all Parent Pick-Ups between 9:00 AM to 3:00 PM.

- Parents must send a note stating the child's name, the teacher, the time the child will be picked up and by whom the child will be picked up.
- Please use the "Visitors Parking Lot" located on the north side of the building (adjacent to Ashley Way). Enter the building office entrance, Door 16, to pick up a student during the school day.
- The person picking up the student will need to provide photo identification.
- Persons picking up a student **MUST** sign the student out on the SIGN OUT SHEET located in the office.
- Students will be called to the office for pick up once their ride arrives.

Doctor's Excuses

Any child who has accumulated absences of ten days or more will be required to bring in a doctor's excuse for any future absence(s). Non-compliance will cause illegal absences, School Attendance Improvement Conference (SAIC), and completion of a School Attendance Improvement Plan (SAIP).

Early Dismissal and Pick-Up

Students are not permitted to leave the school grounds during the school day without receiving prior permission from the principal. Permission for an early dismissal will be granted only after receipt of a written request from the student's parent/guardian. The written request must contain the date, time, reason for the early dismissal, and the name of the person picking up the student, if other than the parent/guardian.

Students requesting early dismissals must report to the main office upon arrival at school in the morning with their written request. The adult picking up a student must report to the main office to meet the student. Each student must be signed out by the designated adult with valid photo identification. This procedure is for the safety of all students at the elementary school. Students may not leave the building to meet a parent and/or designated pick-up person. Violations will result in disciplinary actions.

Emergency Closings/Late Starts

Should the Schuylkill Valley School District be forced to change its normal hours of operation due to physical plant, weather, or other emergency conditions, the following procedures will be used.

1. The Connect Ed mass-calling system will be used as a first step to alert all parents of any change in schedule.
2. Announcements will also be made to the following public media, requesting their cooperation in conducting public service announcements:
 - a. WEEU 830 on the AM dial
 - b. WIOV 1240 on the AM dial
 - c. WRFY 102.5 on the FM dial
 - d. WFMZ Channel 69
 - e. WGAL Channel 8
 - f. Schuylkill Valley School District web site www.schuylkillvalley.org
3. A two-hour delay indicates that school begins at **10:50 a.m. instead of 8:50 a.m.** Students will be picked up 2 hours later than they would normally be picked up at their regular bus stop.

Family Request for an Educational Trip

Parents anticipating an absence because of a planned educational trip are required to submit an Educational Trip Request form **at least 5 days prior** to the trip. Once the trip information is reviewed and approved, a copy of the approved form will be sent home with your child, unless it was indicated the trip was a surprise, then a copy of the approval will be e-mailed home.

SVES has a form (available in the elementary school office or on the district website) that must be completed for a student to be excused from school for an educational trip. The educational nature of the trip must be specifically explained. Upon receipt of the written request from the parent or guardian, a student may be excused from school attendance to participate in **up to five days** of parent or guardian initiated educational tours or trips during the school term at the parent or guardian's expense when such tour or trip is so evaluated by the Superintendent or his/her designee. Student participants therein are subject to direction and supervision by an adult acceptable to the Superintendent or his/her designee and to the parent or guardian of the pupil(s) concerned. It is discouraged that educational trips be taken during published state standardized testing dates. ***Please note: *approved* educational trip days will count toward parent verified days of absence.**

Kindergarten Registration

As per District Policy 201, a child is eligible for admission to kindergarten if she/he has attained the age of five (5) years on or before September 1st. Registration is held each spring for children who have not previously attended school.

As per District Policy 202.1 and 203, certificates that verify residency, birth date, and written verification of all immunizations must be presented at registration. Children cannot be admitted to the Schuylkill Valley Kindergarten program unless all required immunizations and proof of residency have been received before the first day of the school term.

Making Up Work

Parents are asked to notify the school office when a child will be absent for an extended period of time. Assignments for an absence may be requested at any time the student is absent. If a call for an assignment is received by 8:00 am, it is possible to have them ready for pick up at the end of that day. Later requests may require a waiting period until the next day. Returning students have time equivalent to the days absent to make up missed work/tests. Assignments that were given in advance will still be due on the original due date or upon the student's return to school. Students absent for an extended time, other than illness, will still have equivalent days for making up missed work. Should work be requested for any absence (educational trip or illness), students are required to complete the given assignments and hand them to the teacher(s) upon their return.

Parent Pick-Up (Activities/Detention)

Parents are requested to pick up their child after activities and/or detention within five minutes of the designated time. Continuous lateness will result in a telephone call and a letter with possible changes in future attendance of the above activities and/or detentions.

Parent Pick-up

Parent/Alternate Pick-Up Registration:

All students are encouraged to take advantage of school bus transportation provided by the Schuylkill Valley School District. However, provisions are provided for parents/guardians and authorized alternates to personally pick up their children from school.

We strongly believe in "Safety First" at Schuylkill Valley Elementary, therefore EVERY student is required to have a Parent/Alternate Pick-Up Registration Form on file in the elementary office in the event that a child needs to be picked up during the school year for any reason. Please note that in your absence only the persons listed on the form that have your authorization will be allowed to pick up your child(ren) at school. Photo Identification must be shown prior to the release of any child.

If you plan to pick up your child from school every day, please send a note to the office indicating that your child will be a parent pick-up daily. If for some reason you are not able to pick up your child on a particular day after indicating that they would be picked up every day, please notify your child's teacher by way of a note indicating the change of routine and the duration of the change. Lastly, if you plan on occasionally picking up your child from school, you must send a note to your child's teacher who will forward it to the office. Please include your child's first and last names, their teacher's name, and the adult who will be picking your child up that day. Please also include the time of pick up.

Parent/Teacher Contact

If a parent/guardian wishes to contact a teacher they may call them directly, email, or send a written note. Questions regarding classroom procedures, classroom discipline, curriculum, student progress, etc. should be first directed to the classroom teacher. Parents not receiving a satisfactory explanation to their question or concern from the classroom teacher should contact the building administrator.

Religious Holidays

As per District Policy 204, school law provides for pupils of various religious faiths to be legally absent for certain religious observances. The district will recognize the child's absence for their observance.

Scheduled Early Dismissals

All students are dismissed at 12:00 p.m. and no students will be served lunch. **If your child must go to a different bus stop, please send a note at least two days in advance.**

Tardiness

The school day begins promptly at **8:50 a.m.** Students arriving after 8:50 a.m. will be marked tardy and **must be accompanied into the office by an adult in order to be signed in to school.** Frequent lateness to school affects a child's learning and is disruptive to the classroom routine. In cases when a child is frequently late for school the amount

of time the child is late each day will be totaled, and when appropriate, will be listed as a day of absence. **Please be aware that excessive tardiness is considered a form of neglect and may result in citations being issued and fines levied against the parents/caregivers.** Continual tardiness is not acceptable and arriving tardy (excluding dental/medical) will result in the following:

- **5th Late – Detention**
- **10th Late – Detention**
- **15th Late – 1 Day of In School Suspension**
- **20th Late – Day(s) of In School Suspension**
- **25th+ Late – Multiple Days of In School Suspension**

**** All minutes tardy will be added together and recorded as illegal days of school after a certain number of missed minutes. This can be added to any other pending truancy situations.**

(See Policy 204 of the School District Policy and Procedures Handbook)

Transfers In or Out of the District

Families moving **into** the district for the first time should contact our Central Registration Office at (610) 916-0957.

Families moving **out** of the Schuylkill Valley School District to another district should notify the school of the withdrawal date several days in advance. All records will then be requested by the new school and will be forwarded by the Schuylkill Valley School District to the administrator of the district to which the child has moved. No official school records are given directly to any child. Parents may request to review any records to be sent to another district before the transfer. Parents may also request a photocopy of any school record.

Students who move during the last marking period may, at the district administrator's discretion, be permitted to complete that year at no additional costs. Transportation will be the sole responsibility of the parent/guardian of the student. A written request must be submitted to the Superintendent in order for this to be considered.

As per District Policy 206, any changes of address within the Schuylkill Valley School District should immediately be reported to the Administration Office at (610) 916-0957.

Discipline

Discipline Philosophy - The Schuylkill Valley Elementary School's central goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, students are expected to demonstrate behaviors that enhance a positive learning environment. Schuylkill Valley Elementary School utilizes a Positive Behavior Intervention System (PBIS) school wide.

SVES **Positive Behavioral Intervention System (PBIS)** Expectations:

1. P – Prepare for Success
2. A – Act Respectfully
3. W – Work Together
4. S – Stay Safe

Schuylkill Valley Elementary School will follow a progressive discipline approach. Students whose behavior disrupts the education process must receive appropriate attention from parents, teachers, support staff and/or administration.

Schuylkill Valley Elementary School Discipline Policy and Disciplinary Consequences

As young individuals, elementary school students have rights, privileges and freedoms associated with their age and maturity. These freedoms and privileges, however, depend on the responsibility of abiding by specific rules, regulations and standards of behavior.

Cafeteria Conduct - Rules for behavior are set up in the cafeteria and administered by staff on duty. All students are expected to follow these rules while they are in the cafeteria.

- Students will report to the assigned tables unless otherwise directed by the adult on duty.
- Students will raise their hands for permission to leave their seats.
- Eating is only permitted at the assigned table.
- Normal conversation voices should be used. No yelling across tables.
- Respect others at the lunch table by using proper table manners.
- Games are not permitted in the cafeteria.

Students failing to follow the cafeteria rules may be referred to the building administration.

Kindergarten – 4th Grade Discipline Procedures/Consequences

Classroom behavior management systems are focused on accentuating and reinforcing desired behaviors. When students choose to violate school/classroom rules, the teacher will handle the situation in accordance with the procedures outlined below. Consequences may include loss of privileges, a phone call or note home, referral to guidance, or referral to the office. Repeated misbehavior will result in a parent conference and consequences associated with the behavior. Misbehavior will be classified into four different categories level 1, 2, 3, and 4 infractions. Descriptions and consequences of each infraction are outlined below. Additionally, repeated misbehavior may be referred to the Child Study Team.

Administrative Detention - Students will be assigned to serve an administrative detention before school from 8:10-8:40 or after school from 3:10-3:40 pm.

Transportation to and from detention is the parent/guardian's responsibility. Students are expected to attend all assigned administrative detentions unless the administrator excuses and/or cancels the detention. Failure to attend an administrative detention may result in an in-school suspension being assigned. Students who are absent on the day of an assigned detention are responsible for making it up **on the day they return to school**. Administrative detentions will be assigned with a 24-hour notice. If the detention session must be changed, the parent must call by 9:00 AM on the scheduled date to request a change. Detentions will take precedence over all school, extra-curricular, home, and/or work activities.

Students who are assigned an administrative detention must observe the following rules:

1. Students must read, study or complete the assigned writing assignment
2. Students are not allowed to talk, sleep, eat food, use cell phone, or listen to headphones.

Suspensions

Per District Policy 233, Suspension is exclusion from school for a period of time from one to ten consecutive school days.

- Suspensions may be given by the principal/assistant principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and has been given the opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.
- The parents shall be notified immediately in writing and by telephone when the student is suspended.
- When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the school code 12.8 (c) (relating to hearings).
- Suspensions may not be made to run consecutively beyond the ten school day period.
- Students shall have the responsibility to make up tests and work missed while being disciplined by the suspension and shall be permitted to complete these assignments within reasonable guidelines established by the Board of School Directors.

In-School Suspension (ISS) - In-school suspension will be served in the Elementary School's Main Office. Depending on the severity of the incident, a student will serve one to three days of ISS in the designated room/area during the school day. During an ISS, the student will follow an academic work schedule to complete all school work that is provided by the classroom teacher(s). Student(s) lose all extracurricular eligibility until all ISS days are served and all assigned work is completed.

Per District Policy 233, It is the intention of the school administration to also employ in-school suspensions on an as needed basis. Students who fail to serve detentions may be assigned a day of in-school suspension. The school administrators may also impose in-school suspensions instead other sanctions if they determine that it is the most appropriate consequence for a particular student. This will not be an option for students and/or parents to choose a preferred consequence, rather the determination will be by school administrators. Factors that may necessitate such a decision may include, but are not limited to: School attendance, special instructional needs, and repetitive offenses.

Students will be required to complete all academic work as they would during a normal school day and hand in upon completion of their day in ISS. A packet of work for completion will be provided if the student completes their work before the conclusion of the day.

Out-of-School Suspension (OSS)

Per District Policy 233, Out-of-School Suspension will be served under the supervision of parent(s)/guardian(s). A parent/guardian conference will be required prior to reinstatement to school. Work will be collected and may be picked up in the elementary school office after 3:30 PM. Students are not permitted on Schuylkill Valley School District property while serving an Out-of-School Suspension without prior permission from a building administrator.

Although OSS is technically an excused absence, no extra time will be allowed to complete work. Students are to be working on school assignments while on OSS.

Out-of-School Suspension is exclusion from school for a period of time from one to ten consecutive school days.

Privilege Denial - Students who receive a disciplinary consequence may also receive privilege denial (PD) as part of that consequence. Students on privilege denial may be prohibited from participating in school dances, school trips, assembly programs, and all other school activities as determined by the school administrator.

Disciplinary Infractions - Levels of Infractions

Disciplinary Infractions are divided into the following four (4) levels:

Level 1 Infractions - Minor student misbehavior that impedes the educational process and orderly classroom procedures and/or interferes with the operation of the school. This is typically uncooperative, non-compliant behavior. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel, such as a building administrator.

Level 2 Infractions - Infractions that are more serious than Level 1 infractions and that can be described as repetitive or frequent or that cause a serious disruption to the learning climate of the school or affect other persons, except where there are repeated instances of Level 1 or 2 infractions or other aggravating circumstances.

Level 3 Infractions - Infractions of a serious nature which result or could result in the violation of the legal rights of other, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of others in school, or conduct that may constitute a criminal offense where exclusion from school would be justified. Level 3 infractions can also include repeated Level 1 or Level 2 infractions where progressive discipline does not appear to be working.

Level 4 Infractions - Infractions that are serious, perhaps criminal in nature, where expulsion from school is justified or intervention by law enforcement is justified. Level 4 infractions can also include repeated Level 1, Level 2 or Level 3 infractions where progressive discipline does not appear to be working.

Specific Infractions - Notwithstanding anything herein to the contrary, certain infractions, such as with regard to violations of the dress code, carry specific consequences, absent aggravating circumstances.

Prohibited Conduct – Levels of Infractions Matrix

As a guide, the following chart sets forth the minimum infraction level a violation would justify, absent any relevant mitigating or aggravating circumstances.

Prohibited Conduct at School	Level of Infraction
Level 1 Infractions:	
Class cut	1
Disruptive behavior including inciting any person(s) to disrupt the operation or the educational activities of the school district, provided, however, that this does not apply to any conduct that is protected under the law	1
Dress code or grooming rules violation	1
Engaging in an unsafe act(s) or omission(s)	1
Failing to be aware of all rules for student behavior and conduct himself/herself in accordance with them	1
Failing to take off a hood or hat promptly upon entering school, unless authorized otherwise	1
Failing to provide or volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property	1

Food and/or beverage in an unauthorized area	1
Inappropriate language towards peer or staff	1
Insubordination/Failing to comply with a directive	1
Leaving class without permission	1
Lingering in hallways or other areas without legitimate purpose	1
Possessing a laser pointer	1
Refusing to report to the office	1
Riding a bike or walking to school without required approvals (see policy 223)	1
Roughhousing/Engaging in horseplay	1
Unexcused late to class	1
Violating copyright	1
Violation of the Electronic Device Policy	1
Level 2 Infractions:	
Repeated violation of Level 1	2
Breaching school security	2
Bringing or possessing a drone without authority by an Administrator	2
Bringing or possessing medication in violation of the rules set forth in the Code or in applicable policy of the district, including Policies 210 and 210.1.	2
Cheating on tests or assignments	2
Disconnecting any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the expectation that they will have hardware, such as a printer, connected and disconnected	2
Enabling an unauthorized person to enter any district building	2
Failing to cooperate in any district investigation or to answer questions	2
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	2
Failure or refusal to serve an administrative detention (lunch, after school, etc.)	2
Gambling	2
Inappropriate display of affection	2
Lying to school authorities and/or withholding information that could impact school safety	2
Making sexual or lewd comments	2
Minor physical altercation - Hitting, shoving, kicking, slapping, tripping, and/or grabbing another student.	2
Misrepresenting his/her identity when using the district's computers	2
Opening or logging on to any computer, software, program or application using, utilizing, or inputting the User ID and/or password of any other person, or using any default or preset User ID and/or password without express authority	2
Operating a drone without legally required credentials as may be required by and in accordance with applicable law or without the authority of an Administrator	2
Participating in practical jokes or pranks which cause injury requiring medical attention	2
Petty vandalism - Vandalism that has no permanently damaging effect, or creates an excessive mess; writing on desks/textbooks.	2
Possession of an incendiary device - such as lighter, matches or other devices that can start a fire.	2
Repeatedly leaving class without permission	2
Sale of goods: Attempting to collect money via student for personal benefit through the sale of goods	2
Significant or repeated violation of safety rules or practices	2

Unlawfully retaliating against any individual	2
Using any computers unless and until the student has signed an acknowledgment in the form prescribed by the school district attesting to the students understanding of the rules governing the use of digital technology	2
Using obscene, offensive or profane language	2
Using obscenities, profanities, or abusive language towards peers or staff	2
Verbal confrontation with peer or adult	2
Level 3 Infractions:	
Repeated violation of level 1 or 2 offenses	3
Aiming a laser pointer at any person	3
Bringing inappropriate pictures to school, in paper form, electronic form or any other form	3
Bullying any person	3
Bypassing any blocking or security software that may be used or installed by the district	3
Destruction, defacing, willfully damaging, or stealing the District's property or the property of a student, parent, or another person	3
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the use of the fire extinguisher	3
Disorderly conduct	3
Engaging in or allowing the hazing of any student	3
Engaging in sexual conduct or activity	3
Entering or leaving school grounds without permission	3
Falsifying school district records	3
Fighting	3
Gang related activity or symbolism	3
Having knowledge and failing to report a gun/weapon or look-alike gun/weapon	3
Incurring any charges or costs of any nature or type to the school district in connection with digital technology or your use of digital technology; Except as specifically and expressly authorized in accordance with applicable procurement requirements established by the school district or by applicable law	3
Injuring any student, employee, or other person at school through negligence or willful misconduct	3
Misusing school district communications systems, including electronic mail, computers, Internet access, and telephones	3
Physical contact with intent to harm	3
Possession or distribution of counterfeit money	3
Setting off a false alarm or attempting to set off a false alarm	3
Sexually harassing any person	3
Simple Assault - Attempts to cause or intentionally, knowingly, or recklessly causing bodily injury to another	3
Stealing or attempting to steal	3
Taking a fire extinguisher off its fixture without justification	3
Threats to other students/staff - Actions that cause others to have concern for the safety of themselves, their property, or families	3
Trespassing	3
Unlawfully intimidating or harassing any person because of race, ethnicity, nationality, gender or gender identity	3
Using abusive language/harassing language that repeatedly threatens or offends another person	3

Using an electronic device(s) to harass or threaten a student or other person	3
Using digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act	3
Using racial/ethnic slurs	3
Level 4 Infractions:	
Repeated Violation of 1, 2 or 3 offenses	
Accessing another's computer for any improper or unlawful purpose, including to activate the audio or video functions of the computer or to search the computer's files, documents, or codes, without the person's prior permission and authority	4
Aggravated Assault - attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.	4
Attending school while under the influence of a controlled substance or alcohol	4
Blackmail or attempted blackmail	4
Bringing, possessing, selling, transferring drug paraphernalia to another person	4
Bringing, possessing, selling, transferring or consuming intoxicants or controlled substances	4
Calling in or making a bomb threat	4
Calling in or making a terroristic threat, per policy 218.2	4
Committing or attempting to commit arson	4
Confrontation involving any student/school personnel that results in requiring medical treatment by a physician or hospital as a result of fighting or assault	4
District systems access, network(s) access, or computer(s) access without proper authority	4
Engaging in criminal conduct	4
Extortion or attempted extortion	4
Hacking into any hardware and/or software owned or licensed by the school district for any purpose	4
Intentionally entering or hacking into any secure or confidential area of the school	4
Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any digital technology	4
Knowingly or willfully infecting any computer with any virus	4
Knowingly or willfully placing any malicious code in any computer	4
Misrepresenting to anyone any drug, pill, look-alike, drug or medication	4
Multiple or repeated violations of Level 1, 2, 3 infractions	4
Possessing firearms or other weapons	4
Possessing look-alike weapons	4
Possession/use of tobacco, vape paraphernalia, and/or smoking materials	4
Rape	4
Repeated physical contact with intent to harm	4
Violating applicable law with the use or possession of an electronic device	4
When using the district digital technology, engaging in sexual acts, or sending any inappropriate pictures	4

The foregoing examples of impermissible conduct are not intended to be all-inclusive. At the District's discretion, any violation of the School District's policies or any conduct considered inappropriate or unsatisfactory may subject the student to discipline, including expulsion. The District reserves sole discretion whether to apply progressive discipline in any given situation.

Bus Discipline Matrix

Please refer to [District Policy 810](#).

Bus Violation (5-12)		Warning		Detention	Bus Suspension		
					1 Day	3 Day	5 Day
Minor/Level 1	Behavior which produces distractions or disturbances which interfere with the bus driver/bus aide or disrespect the driver/aide. Examples include, but are not limited to: <ul style="list-style-type: none"> • Failure to remain seated while the bus is in motion • Failure to keep extremities inside the school bus while the bus is parked • Getting on/off the bus at an unassigned stop • Vulgarity, swearing, inappropriate language • Use, consumption, or distribution of food 	•	•	•	•	•	•
Major/Level 2	Behavior which produces severe distractions or disturbances which cause serious or unsafe conditions and/or repeatedly interfere with the bus driver/aide and present a safety concern for all on board the bus. Examples include, but are not limited to: <ul style="list-style-type: none"> • Moving around the bus while the bus is in motion • Throwing objects in, around, and/or outside the bus • Opening the emergency hatch or the front and/or back door of the bus • Standing while the bus is in motion • Sitting in the driver's seat • Failure to keep extremities inside the bus while the bus is motion • Using flash photography while on bus 		•	•	•	•	•

Any bus misconduct may result in any or all of the following consequences:

1. Bus driver verbal warning and seat change.
2. Bus driver written warning (bus referral).
3. Administrative verbal warning.
4. Administrative detention.
5. Loss of the privilege to ride the bus for a period of one day or up to the remainder of the school year based on the discretion of building administration and severity of the misconduct.

Mandatory school attendance will be enforced if bus riding privileges are denied to a student due to misconduct. In each case, the parent or guardian will be responsible to see that the student is transported to and from school.

Academic Integrity - Per [District Policy 238](#), the Schuylkill Valley School District is committed to strict standards of academic integrity and to helping students develop intellectually, creatively and ethically. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable in the Schuylkill Valley School District. Students who knowingly allow others to copy their work, as well as students who copy work from other students or from other sources and hand it in as their own, will be subject to redoing the assignment or being given an alternative assignment and will also be subject to a disciplinary action according to the Infraction Matrix.

Alcohol Possession/Use - Per [District Policy 227](#), and Pennsylvania law, students are not permitted to consume, be under the influence of, use, distribute, or possess any form of alcoholic beverage. The school district drug and alcohol policy is the basis for all decisions in this area. The complete policy is published in the *Policies and Procedures Handbook*. All alcohol offenses are considered serious violations of the school district discipline code.

Bullying - Per [District Policy 249](#), **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. 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 the [District's Policy 249](#), includes cyberbullying.

Cell Phones/Electronics Policy - [District Policy 237](#), mandates that cell phones and electronics must be **TURNED OFF** and stored in the student's bookbag for the duration of the school day. **These items are to be in the student's bag prior to entering the building and may not be removed until after students have left the building.**

Cell phones are not to be seen in the school without prior teacher or administrative permission. A teacher may permit the use of cell phones in their classroom to enhance the daily lesson. However, when that class ends, or the need for the cell phone in that class ends, phones must be returned to the student's bookbag/locker immediately. Students may only have possession of cell phones when individual teacher permission is given for that specific teacher's class. Electronics and cell phones are NEVER to be in students' possession for the duration of the school day. Students who neglect to return cell phones to bookbag/lockers after classroom use will lose their cell phone privileges for future classroom use.

Cell Phone Violations

1. The first violation of this policy will result in having the cell phone or electronic device confiscated and kept by the classroom teacher for the remainder of the day. The student may retrieve the device at the end of the day. Parents will be notified.
2. The second violation of this policy will result in confiscation of the device to be kept in the elementary school office, and a **parent must retrieve the device** from the main office.
3. The third and each additional violation of this policy will result in confiscation of the device to be kept in the elementary school office, a **parent must retrieve the device**, and the **student will receive detention or in-school suspension**.

Chromebook/Computer/Device Usage - As per District Policy 815, Due to the delicacy of computer hardware and software, program safety issues are a serious concern. Interference or tampering with management systems can result in loss of programs as well as permanent damage. Therefore, any student responsible for such tampering and/or damaging a computer will be held responsible for restitution and will receive disciplinary actions.

As per District Policy 815, any inappropriate use of the device will result in school discipline that may include the loss of Chromebook/Computer/Device use.

Schuylkill Valley School District Chromebook/Device Acceptable Use Agreement

1. I will follow all of the rules as stated in the Student Handbook and Acceptable Use Policy 815.
2. I understand that any inappropriate use of the device will result in school discipline that may include the loss of Chromebook/Device use and/or school suspension. Inappropriate use includes, but is not limited to:
 - a. visiting inappropriate websites
 - b. possessing inappropriate pictures and/or media files
 - c. cheating
 - d. installing unapproved applications
 - e. deleting installed application
 - f. deleting or changing another student's work in any application
 - g. changing the background on the device
3. I will report any damage from the previous student to the teacher at the beginning of the class period.
4. I will not remove the device from the classroom without the teacher's permission.
5. I will not do anything to the device that will permanently alter it in any way.
6. I will not disassemble any part of the device/case or attempt any repairs.
7. I will take good care of the device assigned to me.
8. I will keep food and drinks away from my device.
9. I will always carry my Chromebook with two hands.
10. I will not set pencils, books, or anything on or in my device.
11. I will use my Chromebook on a flat surface.
12. I will not touch my Chromebook screen with fingers, pencils or any other object.
13. I will pay attention when the teacher tells you to close lids or apps.
14. I will use my device in ways that are appropriate, meet school district expectations, and are educational.
15. I will only have the apps, tabs, or pages open that my teacher instructs me to.
16. I will not take pictures or videos with my device unless I am given permission to do so.
17. I will mute my device when I am not wearing headphones.
18. I will not deface or place stickers on any part of the device or case.
19. I will not touch someone else's device.
20. I will sign-out of my Chromebook or apps completely when finished.
21. I will return the device neatly and properly to the cart as applicable.
22. I will be a good digital citizen by keeping everything I do kind and appropriate on my device.
23. I will keep my school issued Chromebook case on the Chromebook at all times.
24. My school issued Chromebook will be charged before coming to school each day.
25. I understand that if I forget to bring my Chromebook to school, after three times it is forgotten, I will no longer be provided a loaner Chromebook and will be responsible for any missed work.
25. I understand the device, charger, and case is property of the Schuylkill Valley School District.

All students must strictly abide by the District Policy for Acceptable Use of the Internet.

Drug Possession/Use/Sale - As per District Policy 227, students are not permitted to consume, be under the influence of, use, distribute, or possess drugs, look alike drugs, inhalants, or drug paraphernalia. The school district's Drug/Alcohol policy is the basis for all decisions in this area. The complete policy is published in the *Policies and Procedures Handbook*. All drug offenses are Level Four violations of the school district discipline code.

Fighting/Assault - Any act of fighting is a Level Three Infraction and will result in an immediate disciplinary action. Depending on the degree of severity or bodily injury, an out-of-school suspension will be issued. The police may be called, and charges may be filed. If a student is attacked by another student, does not retaliate, but does report the incident, that student will not face disciplinary action. However, if a student does retaliate, both students will receive disciplinary consequences. Likewise, any student provoking a fight will also face disciplinary action.

Harassment - Harassment is a form of discrimination based on the protected classifications listed in this policy consisting 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 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.

Hazing - As per policy 247, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the school board. Disciplinary action will range from suspension to possible expulsion.

Endangering physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Inappropriate Items in School - Bringing inappropriate items to school disrupts the educational atmosphere, causes discipline problems, and often causes safety concerns. Discipline can range from a Level One Infraction/detention to a suspension, depending on the item and the degree of the situation.

Inappropriate items include (but are not limited to):

1. Toys
2. Recreational items
3. Firecrackers
4. Skateboards
5. Computerized Games
6. Laser pens/pointers
7. Chains of any kind
8. Energy drinks

If a student brings a cell phone, gaming device, iPod, or other musical device on the bus, it must be turned off and placed in the student's backpack before entering the building; it must remain there for the remainder of the school day. **See section marked cell phone/electronics for disciplinary consequences regarding these items.**

Public Display of Affection - Students are expected to conduct themselves in a manner that is appropriate to the educational environment. Relationships should be conducted in a manner that shows respect for other people. Holding hands is the extent of acceptable body contact. Kissing, hugging, embracing, and other similar acts of affection are not acceptable in the school environment.

Pushing and Roughhousing - Pushing, tripping, hitting, and any type of roughhousing are never permitted, **even if out of fun**, as it may erupt into a serious fight. This type of action will result in a detention. If any harm is inflicted, intentionally or as the result of the roughhousing, a suspension will be issued.

Search of Student Property - As per Policy 226, school officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Theft - Rules on theft are designed not only to warn or deter, but also to punish those responsible for theft, **no matter how small**. This rule is applied to the fullest extent possible. One area of concern regarding theft makes it necessary that no one may be in the gym or locker rooms without teacher supervision. Students who violate this rule will face disciplinary action as follows:

1. Those found responsible for theft will be suspended for a **minimum** of one day.
2. If the stolen article cannot be recovered or is damaged, the student responsible for the theft is responsible for restitution.
3. The theft will be reported to the proper authorities at the discretion of the principal.

Tobacco/Lighter - As per District Policy 222, students are not permitted to use, nor have in their possession, any form of tobacco (i.e. – cigarettes, snuff), tobacco paraphernalia, or tobacco-like materials. All forms of e-cigarettes, hookah pens, and/or vaporizers all fall into this category. Said regulation is in effect while the students are transported in school buses, on school property, and while participating in any school-sponsored activity. Violation of this rule will result in a suspension from school. Possession of matches or lighters will also result in a suspension.

Furthermore, the school will uphold the recently enacted Act 145 which calls for every school district to issue a citation to the local District Justice when a student is in possession of tobacco products.

Threats - As per District Policy 218.2, terroristic threats shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Video Surveillance - As per District Policy 817, the Schuylkill Valley School District has surveillance cameras located inside and outside each school to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district policy, the School Code, and related laws. Students observed on video surveillance in acts which break school district policies, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures, or disciplinary guidelines. Surveillance footage is for administrative use only.

Weapons - As per District Policy 218.1, weapons of any kind are strictly prohibited. All violations will result in the immediate application of the weapon's policy. The complete policy is found in the district's *Policy and Procedures Handbook*.

According to changes in the law, districts are under much stronger guidelines in regard to weapons. **We have no room for discretion.** Should a student bring a weapon to school, even a small pocket knife, the matter must be referred to the Superintendent.

Due to the severity of this issue, be sure to discuss this topic and its consequences with your child!

General Information

Buying and Selling

There will be no buying or selling of any kind by students unless it is directly related to a school sponsored activity and has the prior approval of the building principal. All PTO activities are considered school related. Students are not permitted to bring personal items to school to be sold to other students.

Field Trips

The following guidelines are in place for all field trips sanctioned by the Schuylkill Valley School District, per policy 121.

1. Parents must complete a Schuylkill Valley School District field trip permission form before students will be allowed to go on the trip.
2. Students will remain with the group at all times.
3. Proper conduct is expected at all times during the trip.
4. If a student is not permitted to participate in a field trip, the student must report to school for the day. Assigned work will be completed either in another classroom or in the office.
5. Habitual attendance/behavior problems may be denied field trip participation.
6. Any lunch brought on a field trip should be carried in disposable containers. No glass is allowed.
7. Appropriate clothing should be worn.

Chaperones for Field Trips - If teachers choose to take chaperones on field trips, chaperones will be required to have completed all required clearances before the trip. Clearance information is located on the Schuylkill Valley Home Page at the top under the tab "Clearances". There is also a link under this tab with a list of currently approved volunteer names. Chaperones must enter the building through the office. All chaperone inquiries should be made to Ms. Robin Brightbill, Human Resources Director: rbrightbill@schuylkillvalley.org.

The chaperone **MUST** present a pick up note to the homeroom teacher **before** leaving for the trip if they intend to take their child home after the trip. When arriving back at school, chaperones may sign their child out of the classroom and then are free to leave with their child. **Chaperones do not need to sign out in the office at the end of the day.**

Library

The Schuylkill Valley Elementary School houses a well-stocked library. Books and instruction in library science are made available to all students. Detailed information on library policies and procedures will be sent home with each child at the conclusion of their first library class for the year. Volunteer service for cataloging, typing, etc. is always appreciated and welcome. Please contact the librarian for more information on how to be a library volunteer.

Lost and Found

A lost and found table/rack is located in the cafeteria. Please check this area for lost articles. Label all clothing, lunchboxes and belongings help to determine ownership and allow articles to be easily returned to the rightful owner if found. Items remaining will be donated to charity if they have not been claimed by year's end.

Panther Pride Program

The Panther Pride Program has been designed to recognize and reward good behavior at Schuylkill Valley Elementary School. Each month a positive behavior will be targeted. When a student is "caught" demonstrating positive behavior, he/she will receive a *PANTHER PAW*. The student will put all paws received in a classroom box. During regularly scheduled PANTHER PRIDE assemblies, names will be chosen from each grade. Students whose names are chosen will have opportunities for various prizes

Parties

Students in the primary schools look forward to classroom parties or celebrations during the school year. Classroom celebrations are usually held in conjunction with holidays and coordinated by the classroom teacher with assistance from homeroom parents/guardians. It is a parental responsibility to notify the teacher if their child is not permitted to participate in classroom parties for religious reasons.

Patriotic Exercises

The Schuylkill Valley Elementary School believes that it is the responsibility of every citizen to show proper respect for his country, its flag, and its National Anthem. However, students shall have the right to decline to recite the Pledge of Allegiance, salute the flag, or sing the National Anthem on the basis of personal beliefs or religious convictions. Students who choose to refrain from such participation shall be expected to respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. **A student who chooses not to participate shall stand, remaining respectfully silent.**

School Lunch Program

Meals served in the Cafeteria are part of the National School Lunch Program (NSLP). The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

A school lunch consists of five different food items from four food groups. The four components are:

1. meat / meat alternative
2. bread / bread alternative
3. vegetable / fruit and
4. milk

All five-food items are offered daily. Students must choose at least 3 of the 5 to make a meal. Whether students choose 3, 4, or 5 items, the price of the meal is the same. Cafeteria menus are monthly and are available on our website.

The National School Lunch Program requires that the school offer only milk with a student meal. The school will not offer a student juice or water with their meal. In order for a student to receive a substitute for their milk, a current doctor's note must be on file with the Food Service office and school health room. A current doctor's note must be submitted each school year.

Free / Reduced-Price Lunches

The application for free or reduced-price meals may be found on the Schuylkill Valley website or obtained from the school office. **A new application must be completed and returned to the food service office each school year.** Following review of each application, parents / guardians are notified of the child's eligibility for either free or reduced-price meals.

Debit Accounts

The Food Service Department operates all cashier functions under *SchoolCafe*, which is a computerized point-of-sale system.

1. When a child decides he/she wants to buy lunch for that day, he/she will approach the cashier and enter his/her pin number into a key pad. The child's account and photograph will appear on the cashier's computer touch screen. The cost of the lunch will automatically be deducted from the account without any exchange of cash.

2. When a student's account balance reaches approximately \$5.00, he/she will be notified, so another deposit may be made during the next three days, thus avoiding a zero or negative balance.
3. Students who receive free or reduced-priced lunches will follow the same procedures outlined above. However, their automatic debits will be made at a free or reduced lunch price.
4. Deposits may be made by sending a completed envelope along with your child to school. Your child is to place the envelope in the locked boxes in their respective building. Money will not be accepted without a completed envelope or in any of the school offices.
5. Deposits may be made with cash or a check. Checks should be made payable to SVSD Food Service, contain the current date; and be written in blue or black ink only. A \$20.00 service fee will be charged for returned checks.
6. Deposits may also be made online. To access the online payment visit www.schoolcafe.com. Account purchase history may also be viewed at this website.
7. Participation in the system is strongly suggested but not mandatory. The capability to process cash is available.
8. All inquiries concerning the *SchoolCafe* system may be made by contacting the Food Service office at (610) 916-5726.

Charges

The Food Service Department extends to all elementary students the privilege of charging meals in the cafeteria. Grades K-4: Students are permitted to charge the meals to their cafeteria account even when no money is available or when the account is in the negative. Students are not denied meals. Parents and guardians will be notified of low balances and delinquent accounts through automated phone calls.

Students who have negative accounts will not be allowed to purchase a la carte items. If a student has cash for an a la carte item, the student will be allowed to purchase the item unless otherwise noted on the account by the parent or legal guardian. Please contact the Food Service Department at 610 -916-5726 or dkaag@schuylkillvalley.org to make any changes to an account.

1. Participation in the system is strongly suggested but not mandatory. The capability to process cash is available.
2. All inquiries concerning the *SchoolCafe* system may be made by contacting the Food Service Office at 610-916-5726 or dkaag@schuylkillvalley.org

Student Dress

As per School District Policy 221, Students dress should be conducive to active participation in all activities. Therefore, the following guidelines should be followed:

- Halter, belly or tube tops are not acceptable
- "Spaghetti" straps are not acceptable
- Head coverings (i.e. hoodies, hats, baseball caps), other than for religious or medical reasons, may not be worn indoors, other than on announced school spirit days
- Shoes must be conducive to physical activity and must have a back; i.e. no flip-flops or slide sandals
- Clothing and/or personal belongings may not portray weapons or anything resembling a weapon, i.e. guns, knives, lightsabers, etc.

Students shall have the right to freedom of expression unless, in the judgment of school officials, such expression directly interferes with the educational process; threatens immediate harm to self or the welfare of other persons, the school or community; encourages others to unlawful activity; or interferes with the rights of other persons. Said regulations permits the display of symbolic expression (i.e. – buttons, badges, etc.) consistent with the limitations herein noted.

Health Services

The care and safekeeping of every student is primarily the responsibility of the parent/guardian. For minor injuries occurring while under school supervision, such as bruises, small lacerations, contusions, stomachaches, headaches, etc., the child may be referred to the school nurse. This referral will occur **AFTER** the supervising teacher has made a determination that the injury/illness appears serious enough to require the attention of the school nurse.

For very minor bruises, lacerations, contusions, minor stomachaches and headaches, the supervising teacher may initially apply first aid (e.g., clean the wound, apply antiseptic and Band-Aid, etc.) and monitor the injury/illness. If the injury/illness continues to cause the student discomfort, the child will be referred to the school nurse for further assessment.

The primary duty of the nurse is NOT the diagnosis of illness or treatment of injuries sustained while a child is at home. It is the responsibility of the parent/guardian to see that a qualified physician provides this care. Parents/Guardians should not send a child to school with a known illness or injury and request that the school nurse examine the child and prescribe treatment. Only a licensed physician can legally complete this function.

In the event your child becomes ill or is injured during the school day, the school will take every measure to contact the parent/guardian and send the child home so that he/she may benefit from whatever medical treatment is required as soon as possible.

Such emergencies do not present themselves frequently. However, it has been noted that some children appear ill when they arrive at school. A child who is ill will not be able to learn and may infect other children. Please check your child for signs of illness before sending him/her to school. Parents should check for unusual skin eruptions, fever of 100° F or greater, persistent cough or sore throat, headache, chills, swollen glands, discharge of redness of eyes, vomiting, or diarrhea.

Parents frequently have questions regarding communicable disease, exclusion, and periods of isolation. The following are rules and regulations prepared by the **COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF HEALTH**.

Communicable Disease Regulations/Duration of Exclusion

1. **Measles** – (regular and German) four days from onset of rash
2. **Whooping Cough** – four weeks from onset or seven days from institution of appropriate therapy
3. **Chicken Pox** – six days from the last crop of vesicles
4. **Mumps** – nine days from the onset or until subsidence of swelling
5. **Streptococcal Infections including Scarlet Fever** – not less than seven days from the onset or 24 hours from institution of appropriate antimicrobial therapy
6. **Ringworm** – until judged non-infective by child's physician.
7. **Impetigo** – until judged non-infective by child's physician.
8. **Scabies** – until judged non-infective by child's physician.
9. **Tonsillitis** – 24 hours from institution of appropriate therapy

Annual Screenings - The nurse gives hearing tests to all pupils in Kindergarten through Grade 3. Children having a history of hearing problems are checked periodically throughout the year. Vision screening tests are also given to all children annually by the school nurse. Additional testing is done upon request of the parent/guardian or teacher. The school nurse will notify parents of screening test results. All students have their height and weight measured annually by the school nurse, as mandated by Pennsylvania School Health Laws. Parents are notified of the results.

Dental Examinations - The School Health Laws of Pennsylvania require dental examinations upon original entry, in Grade 3, and again in Grade 7 and for all children transferring into the District from out of state. These examinations may be completed by a private dentist or in school by the school dentist. Again, private exams are done at the parent's/guardian's expense and examination forms are available through the school nurse or school office. (See Policy 209 of the School District Policy and Procedures Handbook)

Emergency Cards

It is imperative that telephone numbers be available for home, work and alternate contacts. This file must be complete and current. If telephone numbers, addresses or alternate contacts change, the building office should be notified immediately.

Exclusion from Recess - Students may also be excluded from recess for medical reasons. The student must bring a note from the parent/guardian and/or physician stating the medical reason and duration for exclusion.

Exclusion from State Mandated Physical Education - Students may be excluded from Physical Education for medical reasons. The student must bring a note from their physician stating the medical reason and length of time for the exclusion.

Guidelines for the Administration of Medicine - The Schuylkill Valley School District recognizes that parents or guardians have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals. As per School District Policy 210, when medication must be given in school, the following procedures must be followed:

1. **Any prescription or over the counter medication** to be given during school hours must:
 - a. Be sent to the school nurse or in her absence to the school principal or designee. The medication must be accompanied by **a written note** from the parent/guardian which gives permission to the nurse to administer the medication. The medication must be in the original pharmaceutical container and must be properly labeled. Additionally, all medications require a written, signed order from your child's physician.
2. **The written note from the parent/guardian should state the following:**
 - a. Name of medication
 - b. Why medication is to be given.
 - c. Exact time medication is to be given
 - d. Starting date, ending date and total number of days to be given.
 - e. Dosage

3. **Inhalers** – According to Pennsylvania state law, the school nurse is required to have an asthma management plan for every student who has asthma. **If your child has asthma, please complete a student asthma action plan available from the school nurse or on the district's website under Health Services. This must be signed by both the physician and the parent on a yearly basis.**

HIV Infection

As per School District Policy, 203.1, The Schuylkill Valley School District is committed to providing a safe, healthy environment for its students and employees. The school district policy about the HIV virus is based on the current evidence that the virus is not normally transmissible by infected individuals within the school setting. HIV infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. Appropriate school authorities shall determine the educational placement of infected students on a case-by-case basis by following the established policies and procedures for students with chronic health problems and students with disabilities.

Medical Examinations - The School Health Laws of Pennsylvania require a physical examination of each pupil upon original entry to school, in Grade 6, in Grade 11 and upon transferring into the District from another state. These examinations may be carried out by a private physician at the parent's/guardian's expense or by the school's Physician at no expense to the parent/guardian. Special examination forms are issued for private medical examinations and will be given to the parent/guardian by the school nurse upon request. (See Policy 203 and 209 of the School District Policy and Procedures Handbook)

Pennsylvania Immunization Regulations

1. **Smallpox** – A certificate of successful vaccination is no longer required for admission to school.
2. Effective August 1, 2011, all students in **ALL GRADES** are required to have the following vaccinations:
 - a. **Diphtheria** – **four** properly spaced doses of diphtheria toxoid, which may be administered as a single antigen vaccine, in combination with tetanus toxoid or in combination with tetanus toxoid and pertussis vaccine - **One dose must be on or after the 4th birthday**. The Department recommends the combined DTP vaccine for children under seven years of age.
 - b. **Chicken Pox (varicella)** – documented administration of **two doses of the chicken pox vaccine (varivax) or date (month, day, and year) of having the chicken pox disease**.
 - c. **Tetanus** – **four** properly spaced doses of tetanus toxoid, which may be administered as a single antigen vaccine, in combination with tetanus toxoid or in combination with diphtheria toxoid and pertussis vaccine - **One dose must be on or after the 4th birthday**. The Department recommends the combined DTP vaccine for children under seven years of age.
 - d. **Polio** – **four** or more properly spaced doses of either oral polio vaccine or enhanced inactivated polio vaccine - However, if a child received any doses of inactivated polio vaccine prior to 1988, a fourth dose of inactivated polio vaccine is required.
 - e. **Measles (rubella)** – **two** properly-spaced doses of attenuated measles vaccine, the first dose administered at twelve months of age or older, or a history of measles immunity, proved by serological evidence showing antibody to measles as determined by the hemagglutination inhibition test or a comparable test - Each dose of measles vaccine may be administered as a single antigen. The Department recommends the combined MMRII vaccine.
 - f. **German measles (rubella)** – **one** dose of live attenuated rubella vaccine administered at twelve months of age or older or a history of rubella immunity proved by serological evidence showing antibody to rubella determined by the hemagglutination inhibition test or a comparable test - Rubella vaccine may be administered as a single antigen vaccine. The Department recommends the combined MMRII vaccine.
 - g. **Mumps** – **two** properly spaced doses of attenuated mumps vaccine administered at twelve months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by the physician or the physician's designee - Mumps vaccine may be administered as a single antigen vaccine. The Department recommends the combined MMRII vaccine.
 - h. **Hepatitis B** – **three** properly-spaced doses of hepatitis B vaccine
3. Students who have not had proper immunization must, under law, be excluded from school.
4. In addition to the vaccines listed above, students attending **7th grade will need the following:**

- a. **one dose of tetanus, diphtheria, acellular pertussis (Tdap)** if five years have elapsed since their last tetanus, diphtheria or tetanus diphtheria, pertussis immunizations
 - b. one dose of meningococcal conjugate vaccine (MCV)
 - c. **Scoliosis Screening** - Scoliosis is a lateral curvature of the spine, most commonly found during the adolescent period. Early recognition of scoliosis, followed by close observation and treatment, may prevent serious deformities. Scoliosis screening is performed on all seventh grade students. Parents will be informed by letter before the screening is performed. Students with positive findings will be referred to a physician for evaluation.
5. As of 2017, all students entering 12th grade need 1 dose of meningococcal conjugate vaccine (MCV), in addition to the 7th grade requirement.

Safety Drills and Procedures

Fire Drill - A fire drill is signaled by the sound of the fire alarm system. Orderly exit procedures are in place for every room in the building. Teachers review and explain these procedures to students for each room.

Talking during fire drills is NOT permitted!

Students must take fire drills seriously. At no time should a student touch a fire alarm or fire extinguisher. Doing so endangers the health and safety of everyone. Disciplinary actions will be imposed for willful false fire alarms.

Lock Down Drill - Throughout the year, lock down drills are conducted to simulate what would occur if there was an intruder in the school. Students move to designated locations within the room, lights are turned off, and doors are locked. An announcement is made explaining that there is an intruder in the building. This signals the start of the drill.

Stay in Place Drill - Throughout the year, stay-in-place drills are conducted. During these drills, all students are to remain in the classroom, the classroom door is secured, and class continues until the drill is concluded. Any student outside of a classroom when this drill occurs must stay in the room in which they are located at the time of the drill. If students are in the hallway, they must immediately return to the class where they are scheduled.

Student Programs

Child Study - The Child Study Team's goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may need special education services. It is a positive, success-oriented program that uses specific assessment and intervention techniques to help remove educational, behavioral, or affective obstacles for all students in the regular classroom. The classroom teacher, other educators, or parents/guardians may identify students for Child Study services.

The team includes the building principal or designee, the guidance counselor, reading specialist, school psychologist, school nurse, and the student's classroom teacher. Parents/guardians are encouraged to participate as active partners in the process. The team helps coordinate, collaborate, assess, train and assist the school staff in meeting the specific instructional needs of students who struggle within the regular classroom.

Elementary School Counseling/Guidance Services - The elementary school counselor provides services to the students, teachers, parents/guardians and other support agencies in three major areas: developmental, preventive and remedial.

A comprehensive developmental guidance program in Kindergarten through Grade 4 addresses age-appropriate concerns and skills facing the students. Career awareness activities and socialization skills are addressed at all levels. The school counselor works with students both individually and in small support groups. Parents are encouraged to contact the school counselor if they desire counseling for their child.

Consultation with parents/guardians, teacher, and community agencies is an important aspect of the elementary school counselor's role. The school counselor's responsibilities include interpreting individual or group test results, screening students for additional services, being a part of the Child Study and Multi-Disciplinary Evaluation (MDE) teams, in addition to the different types of consultative work.

The elementary school counselor also works closely with the staff in assisting in pre-Kindergarten screening. As part of these screening processes, the needs of the student are discussed with the parents/guardians, teachers, and administration. The school counselor's primary concern is the application of developmental principles in meeting the needs of the individual child.

Homebound Instruction - Homebound instruction is available for students who are determined by a physician to be incapacitated for an extended period of time. This instruction is provided through the cooperation of the Berks County Intermediate Unit, the classroom teacher, the homebound instructor, and the parent/guardian.

Positive Behavior Interventions & Supports (PBIS)

What is Positive Behavior Interventions and Supports (PBIS)?

Positive Behavior Interventions and Supports is a process for creating school environments that are more consistent proactive, and effective for achieving academic and social success. PBIS will enhance our current systems and practices and also change our culture for the better.

How does it work?

A key strategy of the PBIS process is prevention. Through instruction and modeling, all teachers and staff members will use a consistent set of behavior expectations and rules. When some students do not respond to teaching of the behavioral rule, we will view it as an opportunity for re-teaching, not just punishment. The students that follow the positive behavior expectations will be acknowledged and rewarded on a daily basis.

Does it make a difference?

The PBIS model is a research-based approach that is supported by the PA Department of Education. The multi-tiered system reduces problem behaviors that serve as a barrier to student achievement. Research shows that schools following the PBIS model recover hours of instructional time due to improved classroom behavior. In addition, PBIS creates a positive atmosphere at school that is conducive to learning for all children.

What about students that are disruptive?

Our PBIS school team has developed a discipline system that is integrated with the district's Code of Conduct. When problem behaviors occur, students are provided with supports and consequences to address the behavior. If students do not respond, the intensity of the support increases. Most problem student behaviors either have an academic or social base. Properly addressing the root of the behavior can prevent future occurrences.

Discipline

Students that do not follow the behavior expectations of the school will be subject to the discipline policy that is outlined in the Parent/Student Handbook.

How is PBIS different from other school behavior programs?

- The program is focused on acknowledging students for consistent positive behavior.
- The expectations are designed for all students, parents, staff, and settings.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language in regard to appropriate school behavior are consistent throughout the school.
- Students are rewarded for exhibiting expected behaviors by the staff on a daily basis.
- Problem behaviors will be handled with consistent consequences that are focused on re-teaching the expected behaviors while eliminating the problem behaviors.
- It's proactive.

Six Day Cycle - All levels, elementary, middle and high school operate on a six-day cycle. Days are numbered 1-6 rather than Monday through Friday. If school is closed for any reason the days continue upon return, i.e. if Tuesday is Day 5 and school is closed on Wednesday, the next day school is in session, Thursday, becomes Day 6. This process affords the opportunity for continuity of special class scheduling – art, discovery, music, library, and physical education.

Speech, Hearing and Visually Handicapped Services - Some children with speech, hearing, and vision problems may require corrective intervention through services provided to the District by various outside agencies. Signed parental permission is required before an evaluation is completed. Each child needing attention is seen at the school by a professionally trained therapist. Speech therapy services are designed to remediate problems with sound production (articulation), language development, stuttering and voice disorders. Students are seen as deemed necessary by the speech therapist. Teacher and parental cooperation is encouraged to facilitate improved speech habits.

Children with impaired vision may require therapy and special reading materials in order to profit fully from classroom instruction.

By providing these services through the elementary grades, particularly in the early school years, these needs may be addressed to lessen interference with school learning.

Student Assistance Program – SVES offers a Student Assistance Program (SAP). The team is a group of dedicated educators who care about the welfare of the students in the building. The core team is made up of classroom teachers, the school counselor, the nurse, and the principals. It can, and will, seek input from other constituents. The team is trained to assess, support, and refer. At no time will this team make any final decisions about the welfare of the child without the input from the faculty and the parents. A student can be referred by a teacher, another student, a parent, or another staff member in the school. This referral can be done by a faculty member, a parent, or a student using the form in the guidance office or by contacting one of the team members. When a child is referred, an assessment is made by all his/her teachers, in written form. A summary is prepared by the assigned case manager which is then presented to the whole team. At that point, the team, with the input from a faculty member or team and the parents, makes the decision to monitor, support, or refer to other agencies. Social and emotional referrals will be monitored, or outside agencies will be engaged for services.

Title I - Schuylkill Valley Elementary School participates in the Federal Title 1 reading program. All students (K-4) are screened for eligibility annually. Reading support is provided to eligible students by Title 1 and district reading staff. (See Policy 918 of the School District Policy and Procedures Handbook)

Transportation

Transportation Policy

Purpose - The Board of School Directors of the Schuylkill Valley School District may, out of the funds of the district, provide for the free transportation of any resident pupil to and from the schools of the district or public or non-public schools in which the pupil is lawfully enrolled. Student transportation shall also be provided for field trips, co-curricular trips and athletic contests.

School districts furnishing pupil transportation services shall comply with the Public School Code, regulations adopted by the Pennsylvania State Board of Education, and regulations of the Bureau of Motor Vehicle of the Department of Transportation of the Commonwealth. Bus transportation is available for pupils of the Schuylkill Valley School District.

Authority/Responsibility - The BOARD shall provide transportation of students to and from school at regularly scheduled hours. Transportation will be provided for students living within the limits of this policy when the walking conditions to the school are found to be hazardous by the Pennsylvania Department of Transportation.

The Superintendent or a designee shall:

- Maintain such records and make such reports regarding school transportation as are required by the State Board of Education.
 - Promulgate rules governing student conduct during transport to and from school; such rules shall be binding for all students being transported.
- Prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.

The school bus driver shall be responsible for monitoring the behavior of students while they are being transported to and from school. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation.

Appeals - The Supervisor of Transportation will make decisions on individual student bus assignments. Parents may appeal decisions in writing to the Superintendent. The Superintendent's decision will be final. The Board of School Directors will hear no appeals.

Bus Stops - Bus stops are located as conveniently as possible while providing for all possible safety precautions. Children should be at their assigned bus stop at least five minutes before the designated arrival time of the bus. All pupils are informed of bus stops and times by letter before the beginning of each school term.

All kindergarten students must be met at their bus stop by a parent or guardian.

Large Objects - The transportation guidelines established by the State of Pennsylvania prohibit the carrying of any objects on the bus such as school projects and band instruments unless they can be held safely on the pupil's lap or between the student's legs. Bus aisles must remain clear at all times.

Student Bus Code/Rules - The Schuylkill Valley Board of School Directors recognizes the need for clearly defined rules and regulations governing student bussing. It is the responsibility of the Superintendent of Schools to develop these guidelines in conjunction with the Supervisor of Transportation. It is expected that the students of the district will conduct themselves in a quiet and orderly manner while riding the bus. The bus driver is legally responsible for the safe transportation of students. The district uses a bus conduct report to notify parents/guardians of behavior problems on the bus. The form contains the reason for the report as supplied by

the bus driver and the action of the principal. Bus conduct forms will be submitted to principals by the bus driver regarding the infractions of any, but not limited to, the following regulations:

- Students must ride on their regularly assigned school bus unless permission is obtained from the district to ride another bus.
- Students should be at the assigned bus stop five minutes before the arrival time of the bus. The bus driver does not need to wait for the students.
- Wait for the bus in a safe place – away from the roadway. Students shall not play games on the street or highway while waiting for the bus.
- Respect the property rights of people who reside at or near the bus stop. The school district is not responsible for any damage that may occur.
- Students shall not tamper with the bus or any of its equipment.
- Students shall not use profane and indecent language.
- Getting on and off the bus should be done in an orderly manner. Crowding, pushing, and shoving are not only unnecessary, but also dangerous. Under no circumstances should a student come into physical contact with the bus after departing it.
- School bus drivers are entitled to the same respect shown to parents/guardians and teachers. Students are expected to cooperate with and follow the instructions of their bus driver.
- Students are to remain seated in their seats facing the front of the bus except when boarding and unloading. Do not change seats at any time. Bus drivers will assign seats to students.
- Students must keep their heads, hands/arms, and feet inside the bus at all times. Failure to do so could result in serious injury.
- Students shall not litter on the bus.
- Aisles and doorways must be kept clear except when entering and exiting the bus. Book bags, musical instruments, etc., are to be held on the student's lap or placed on the floor between the student's feet.
- Do not throw anything in the bus or from the bus window.
- Eating or drinking on the school bus is not permitted at any time.
- Screaming, yelling, fighting or other disruptive behavior is not acceptable and will result in disciplinary action.
- Encourage your child to be alert to vehicular traffic when boarding or leaving the bus. If it is necessary to cross the street, cross only when the bus has stopped, and the red flashing signals are on. Students should look both ways before crossing in front of the bus, stay ten steps back from the bus until the driver signals that it is safe to board or cross the street.
- If a student drops or forgets something in or around the bus, the student should not go back after it. Report it to the driver immediately.
- For young children's safety, parents should help them to the bus stop and wait with them until the school bus arrives, then also meet them at the bus stop on the return trip. A parent/guardian is required to be present at the bus stop for the return trip of students in kindergarten. If a parent/guardian is not present the kindergarten student will be brought back to SVES, and their parent/guardian will be notified. An authorized parent/guardian will need to pick the student up at SVES before the office closes at 4:15pm.
- The following items are not permitted in any school vehicle:
balls (except for team balls), spray bottles, water pistols, peashooters, live animals, sling shots, laser pens/pointers, etc.

Bus Assignment Information

Services - Students will be assigned to a stop in the proximity of their residence. Students shall get on or off the bus at their assigned bus stop. To accommodate parents' altered work schedules of students in Kindergarten through grade eight and to provide for alterations in family baby-sitting service of students in Kindergarten through grade eight, parents or guardians may request a change in accordance with the following guidelines:

Students will be assigned to a single permanent stop while variations may be approved for:

- Change of bus stop with no change to another bus if the bus will stop at an established stop with no alteration in the route.
- Change to another bus if the bus will stop at an established stop with no alteration in the route.

Requests for Change of Bus Routes - Bus drivers have been instructed not to accept verbal or written bus change requests.

Routine Requests - Special transportation requests from parents or guardians shall be in written form and submitted to the school a minimum of two (2) school days before the effective date of the request. The school secretary or principal will be responsible to inform the parent or guardian of the resolution of the request. School principals, bus coordinators and bus drivers will be kept informed of decisions made and any changes that would have a direct effect on their responsibilities.

Emergency Requests - Emergency requests may be made **IN WRITING** to the school office or transportation department. Only truly emergencies will be acknowledged such as:

- Medical emergency causing parent not to be at home.
- For aiding families with medical emergencies or death in the family.

Basis of Approving Requests - The primary basis of approving a request will be that there is available seating on the bus route requested.

Note to Parents/Guardians: Under HB80, a person who enters a school bus without proper authorization with the intent to disrupt or interfere with the driver, and who refuses to leave the bus after being ordered to do so, commits a misdemeanor of the third degree. Each offense would be punishable by up to 1-year imprisonment and a fine not exceeding \$2,500. In addition, school districts are authorized to place notices at the entrance to school buses to warn against unlawful entry.

(See Policy 810 of the School District Policy and Procedures Handbook)

Conclusion

The procedures outlined above are not intended to be all-inclusive, covering every situation, or every possible act or misbehavior. The primary concern of the school is to assist students by teaching them desirable behaviors, in turn creating happy, productive, well-adjusted members of the school community. Building administrators, teachers, and support staff will work with students, parents and community agencies to achieve these goals. In the event an act of inappropriate behavior occurs which is not defined in this section, a building administrator, will take steps he/she deems most appropriate in dealing with the inappropriate behavior. Further information can be found in the SVES school district policies book.

Should you have any questions relative to the operation of the Schuylkill Valley Elementary School, please feel free to contact the elementary office and an administrative assistant will help you identify the appropriate resource.