

# SCHUYLKILL VALLEY ELEMENTARY SCHOOL



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Telephone: 610-926-4165

Website: [www.schuylkillvalley.org](http://www.schuylkillvalley.org)

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Draft 5.16.23

## **SCHOOL INFORMATION**

We welcome you to the 2022-2023 school year at Schuylkill Valley Elementary. For those of you returning to our school, we are happy that you are joining us again. To those of you who are new to SVES, we look forward to getting to know you during the upcoming school year.

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 year!

### **Hours**

8:40 a.m. to 8:50 A.M.  
3:00 P.M.  
3:15 to 3:35 P.M.

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

### **Contacts**

**Website:** [www.schuylkillvalley.org](http://www.schuylkillvalley.org)

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.

## Calendar 2022/2023 School Year

August 22, 23, 24	Teacher In-Service – No School for Students
August 25	First day for Students
Sept. 2 – Sept. 5	Labor Day Holiday – No School for Teachers/Students
October 10	Teacher In-Service – No School for Students
Nov. 23 – Nov. 28	Thanksgiving Holiday – No School for Teachers/Students
Dec. 23 – Jan. 2	Winter Vacation – No School for Teachers/Students
January 16*	Martin Luther King Holiday – No School for Teachers/Students
February 20*	Presidents’ Day Holiday – No School for Teachers/Students
March 6	Teacher In-Service – No School for Students – Parent-Teacher Conferences
March 7	Act 80 Day – No School for Students – Parent-Teacher Conferences
April 3*, 4*, 5*, 6*, 7, 10	Spring Break – No School for Teachers/Students
April 28	Teacher In-Service – No School for Students – Kindergarten Registration
May 29	Memorial Day Holiday – No School for Teachers/Students
June 8	Last Day of School

\*Indicates inclement weather make-up day.

## Scheduled Early Dismissals

November 21, 22	Early Dismissal at 12:00 P.M.	Parent/Teacher Conferences
February 17	Early Dismissal at 12:00 P.M.	All Schools
May 26	Early Dismissal at 12:00 PM	Teacher In-Service
June 7	Early Dismissal at 12:00 P.M.	All Schools

***On an early dismissal day all students are dismissed at 12:00 PM 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.***

## **ATTENDANCE INFORMATION**

**Compulsory 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.

### **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 or 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 or unexcused absences

### **Student Attendance**

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:

- Illness, quarantine, or recovery from an accident
- Required court attendance
- Death in family
- Family educational trips – limited to five school days. 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.

Any other reasons for absence cannot be approved and will be marked as an unexcused absence. Accumulation of three unexcused absences **may result in citations being issued and fines levied against the parents/caregivers.**

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

### **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.

To report a student absent, please either use our email provided below or a phone call to the office.

[esabsence@schuylkillvalley.org](mailto:esabsence@schuylkillvalley.org)

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.**
- 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.**

### **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.** 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:

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

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

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

## Religious Holidays

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.

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

## Educational Trip Requests

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.

## 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:

WEEU 830 on the AM dial    WIOV 1240 on the AM dial    WRFY 102.5 on the FM dial  
WFMZ Channel 69            WGAL Channel 8

Also, please check our web site [www.schuylkillvalley.org](http://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

## 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.**

## 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 on a daily basis. 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.

## 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 need to 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.
- When entering the school to pick up a child during the school day, 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. This entrance leads directly to the building office.
- 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 on the table in the hallway.
- Students will be called to the office for pick up once their ride arrives.

## 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.

## Kindergarten Registration

Registration is held each spring for children who have not previously attended school.

A child is eligible for admission to kindergarten if she/he has attained the age of five (5) years on or before September 1st.

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.**

(See Policy 202.1 and 203 of the School District Policy and Procedures Handbook)

## Transfers In or Out of the District

Families moving *in* to the district for the first time should contact our Central Registration Office at (610) 916-5646.

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.

**Any changes of address within the Schuylkill Valley School District should immediately be reported to the Administration Office at (610) 916-0957.**

(See Policy 206 of the School District Policy and Procedures Handbook)

# **DISCIPLINE**

## **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.

### **Student Rights and Responsibilities**

The following information is required by the State Board of Education to be communicated to you. Please make yourself aware of your responsibility and duty, for it is only under your compliance to these obligations that the privileges or rights of the students are granted—both by law and for the natural efficient operation of a complex institution. When the rights of others to learn are violated and the orderly operation of the school is disturbed, it becomes necessary to deal with the problem causing; individual. It is for this purpose that a discipline policy, accomplished in conjunction with the representatives of the student body is necessary. The policies are to provide you with all the due process of law which requires that you be informed and that the resultant process is fair.

### **Student Responsibilities – Code of Conduct**

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school policies, rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators, support personnel and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner to not offend or slander others.

It is the further responsibility of the students to:

- 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 fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Not use indecent or obscene language in verbal or written form.
- Demonstrate an attitude of respect for all school staff including bus drivers, custodians, cafeteria workers, instructional aides, volunteer aides, secretaries, teachers, and administrators with whom they come in contact.

### **SVES Positive Behavioral Expectations**

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

### **Cafeteria Conduct**

Rules for behavior are set up in the cafeteria and administered by the aides 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.

## 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 with regard to 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 in 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 have to 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 is stopped and the red flashing signals are on. Students should look both ways before crossing in front of the bus, stay back ten steps 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. In the event that 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.

## 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 will be initiating a Positive Behavior Intervention System (PBIS) school wide.

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

## Kindergarten – 4<sup>th</sup> 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 8:00-8:40.

Detention will be held Tuesdays, Wednesdays and Thursdays. Students are expected to attend all assigned administrative detentions unless the appropriate administrator excused and/or cancelled 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 up work 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 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

Per 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 of 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 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 the next school day. 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.

### Levels of Infractions

Levels of Infractions. 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. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

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 2 infractions generally do not result in suspension, in-school suspension or expulsion.

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. Level 4 infractions are 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: Guidance as to Levels of Infractions.

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

Prohibited Conduct At School	Level of Infraction
Violation of any of the Computer Rules set forth in this Code	See Chart Below
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 attempt to complete satisfactorily the courses of study prescribed by the District	1
Failing to attend school daily and be on time at all classes and other School functions, unless excused	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
Engaging in horseplay	1

Disrupting the operations of the School District or the educational activities of the School District	1
Failing or refusing to submit assignments in a timely manner	1
Failing to report to assignments on time and prepared for School	1
Possessing a laser pointer	1
Failing to take off a hood or hat promptly upon entering school, unless authorized otherwise	1
Lingering in hallways or other areas without legitimate purpose	1
Violation of dress or grooming rules	1
Failing to comply with a directive	1
Food and/or beverage in an unauthorized area	1
Violation of the Electronic Device Policy	1
Being insubordinate	1
Unexcused absence	1
Unexcused lateness to school or class	1

Unlawfully retaliating against any individual	2
Using obscene/offensive or profane language	2
Lying to School Authorities	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
Participating in practical jokes or pranks which cause injury requiring medical attention	2
Cheating on tests or assignment	2
Significant or repeated violation of safety rules or practices	2
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	2
Failing to cooperate in any District investigation or to answer questions	2
Bringing or possessing a drone without authority by an Administrator	2
Operating a drone without the authority of an Administrator	2
Operating a drone without legally required credentials as may be required by and In Accordance with Applicable Law	2
Breaching school security	2
Enabling an unauthorized person to enter any district building	2
Minor Physical Altercation - hitting, shoving, kicking, slapping, tripping, and/or grabbing another student.	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
Inappropriate Display of Affection	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
Misrepresenting his/her identity when using the District's Computers	2

Using any Computers unless and until the student has signed an acknowledgment in the form prescribed by the School District attesting to the employee's understanding of the rules governing the Using of Digital Technology	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
<hr/>	
Taking a fire extinguisher off its fixture without justification	3
Simple Assault - attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another	3
Stealing or attempting to steal	3
Sexually harassing any Person	3
Using abusive language -harassing language that repeatedly threatens or offends another person	3
Using racial/ethnic slurs against another person	3
Unlawfully intimidating or harassing any Person because of race, ethnicity, nationality, gender or gender identity	3
Injuring any student, employee or other person at School through negligence or willful misconduct	3
Bullying any Person	3
Engaging in or allowing the hazing of any student	3
Inciting any Person(s) to disrupt the operation of the School District, provided, however, that this does not apply to any conduct that is protected under Applicable Law;	3
Bringing inappropriate pictures to School, in paper form, electronic form or any other form	3
Fighting	3
Misusing School District communications systems, Including electronic mail, computers, Internet access, and telephones	3
Use of Vaping materials and/or Use of Chewing Tobacco Products	3
Secretly recording any conversation of any Person	3
Aiming a laser pointer at any Person	3
Threats to Other Students/Staff - Actions that cause others to have concern for the safety of themselves, their property, or families.	3
Using an Electronic Device(s) to harass or threaten a student or other Person	3
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the Using of the fire extinguisher	3
Setting off a false alarm or attempting to set off a false alarm	3
Falsifying School District records	3
Bypassing any blocking or security software that may be used or installed by the District	3
Using Digital Technology to violate any applicable law, Including the Wiretap and Electronic Surveillance Control Act	3
Incurring any charges or costs of any nature or type to the School District in connection with Digital Technology or your Using of Digital Technology; except as specifically and expressly authorized In Accordance With	3

applicable procurement requirements established by the School District or by Applicable Law	
Calling in or making a Terroristic Threat, per policy 218.2	4
Calling in or making a bomb threat	4
Engaging in criminal conduct	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
Bringing, possessing, selling, transferring to another Person, or consuming intoxicants or Controlled Substances	4
Bringing, possessing, selling, transferring to another Person Drug Paraphernalia	4
Misrepresenting to anyone what any drug, pill, look-alike drug or medication is	4
Willfully damaging, defacing, misusing or stealing the District's property or the property of a student, Parent or another person	4
Possessing firearms or other weapons	4
Possessing look-alike weapons	4
Violating Applicable Law with the use or possession of an Electronic Device	4
Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any Digital Technology or any data stored, either temporarily or permanently on any Digital Technology	4
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

## 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 found to be guilty of cheating or plagiarism will be subject to a zero on the assignment and/or a disciplinary consequence. Students who knowingly allow others to cheat from their work will also receive a zero and/or a disciplinary consequence. The consequences will depend on the severity of the situation.

## 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 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 lockers after classroom use will lose their cell phone privileges for future classroom use.

## 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**.

## Computer Use

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 ranging from detention to suspension.

Equally, it is important that students' work receive safety considerations. Any student tampering with or wiping out another student's work will receive a minimum of a detention. Based on the severity of the incident, suspension could be imposed. Both infractions will cause the loss of computer privileges.

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

## Chromebook/Device Usage

Any inappropriate use of the device will result in school discipline that may include the loss of Chromebook/Device use.

## 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

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. any type of trading card
2. fidget spinners
3. toys
4. recreational items
5. look alike weapons
6. firecrackers
7. skateboards
8. radios
9. iPods
10. computerized games
11. laser pens
12. chains of any kind
13. extreme 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.**

## **Profanity**

Vulgar or profane language and gestures will **never** be tolerated at any time on school grounds or during school-related activities. Use of such language or gestures toward other students and/or staff will result in disciplinary action.

## **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**

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**

Theft is 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**

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**

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**

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**

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**

### **Student Dress**

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, 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
- 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.

(For Additional Information: See Policy 221 of the School District Policy and Procedures Handbook)

## Schuylkill Valley Elementary 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 Chrome 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.

### Buying and Selling

There will be no buying or selling of any kind whether 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.

### Homework

### Philosophy

Per district policy 130, Homework assignments to be completed outside of the regular school day can be a valuable addition to the learning process. The assigned homework will reflect the needs of the grade level placement and will correspond with the developmental appropriateness for homework assignments at that grade level. These assignments enhance, as well as increase, reinforcement for learning. The assignment of homework assumes that desirable learning experiences can also take place in the home. Students, parents, and teachers must play a cooperative role in making homework a beneficial experience.

### Lost and Found

A lost and found table is located in the hall by the cafeteria. Please check this area for lost articles.

Please 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 at year's end are donated to charity if they have not been claimed.

## 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 Middle 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.

## Personal Expression

Per District Policy 220, 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 the welfare of other persons, the school, or community; encourages others to engage in unlawful activity; or interferes with the rights of other persons. Said regulations permit the display of symbolic expression (i.e. – buttons, badges, etc.) consistent with the limitations herein noted.

## 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](http://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) 916-5715

## **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 ala carte items. If a student has cash for an ala 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](mailto: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](mailto:dkaag@schuylkillvalley.org)

## **HEALTH SERVICES**

The care and safekeeping of every student is primarily the responsibility of the parent. For minor injuries such as bruises, small lacerations, and contusions occurring while under school supervision, the child shall be referred to the school nurse for first aid. His/her job is not one of diagnosis of illness or treatment of injuries sustained while a child is at home. It is the responsibility of the parent to see that this care is handled by a qualified physician.

In the event a child becomes ill during the school day, the school will take every measure to contact the parent and send the child home so that he/she may benefit from needed medical treatment 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 individuals. Please check for signs of illness before sending a child to school: skin eruptions, fever, persistent cough, sore throat, headache, chills, swollen glands, discharge or 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

## Dental Examinations

Dental examinations are required by the school Health Laws of Pennsylvania upon original entry, in 3<sup>rd</sup> grade, again in 7<sup>th</sup> grade, and for all children transferring from another state. These examinations may be completed by a private dentist or in school by the school dentist. School districts are permitted to accept reports of private dental exams completed within one year prior to a student's entry into the grade where an exam is required. Again, private exams are performed at parent expense, and examination forms are available through the school nurse or school office. Examination forms are also available on the district's website under Health Services.

### Student Health Information Forms

These forms will be sent home during the first week of school with each student. Parents are asked to inform the school of any changes or updates during the school year for the information contained on the card.

## Exclusion

A child may be excluded if he/she shows any signs of communicable illness.

If excluded from school, the child will be readmitted with a note from the attending physician stating that the child is free from communicable disease.

## Hearing and Vision Screening

The nurse gives hearing tests to all pupils in kindergarten through 3<sup>rd</sup> grade and again in 7<sup>th</sup> grade and 11<sup>th</sup> grade. Children having a history of hearing problems should be under the care of a specialist.

Vision screening tests are given to all children annually by the school nurse. Additional testing is performed upon request of the parent or teacher. Parents are notified of vision screening test results by the school nurse if there is a problem or if a visit to an eye doctor is recommended.

## HIV Infection

The Schuylkill Valley School District is committed to providing a safe, healthy environment for its students and employees. The school district policy regarding the HIV virus is based on 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. In accordance with district policy, 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 6<sup>th</sup> grade, 11<sup>th</sup> grade, and upon transferring into a district from another state. The examinations may be carried out by a private physician at the parent's expense or by the school's medical examiner at no expense to the parent. School districts are permitted to accept reports of private physical exams completed within one year prior to a student's entry into the grade where an exam is required. Medical examination forms are also available on the district's website under Health Services.

Special examination forms are issued for private medical examinations and will be given to the parent by the school nurse upon request.

## 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 4<sup>th</sup> 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 4<sup>th</sup> birthday**. The Department recommends the combined DTP vaccine for children under seven years of age.

- d. **Poliomyelitis** – 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 7<sup>th</sup> 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 12<sup>th</sup> grade need 1 dose of meningococcal conjugate vaccine (MCV), in addition to the 7<sup>th</sup> grade requirement.**

## Guidelines for Administration of Special Medication

The Schuylkill Valley School District recognizes that parents/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 that they receive medication while in school. Parents should confer with the child’s physician to arrange medication time intervals. If possible, medication should be given at home. When medication must be given in school, the following procedures **must** be followed:

## Prescription and Non-Prescription Medication

1. Any medication to be given during school hours **must** be sent by the parent/guardian directly to the school nurse, or in his/her absence, to the school Principal or his/her designee. A written note from the physician (doctor’s order) or a completed “medication permission form,” found on the district web site under Health Services, must accompany the medication ; the medication must be sent to the school **in the original pharmaceutically dispensed and properly labeled container** (an extra bottle with a label can be obtained from the pharmacist at the time the prescription is filled). Exception: inhalers – see #5.
2. Written note should state:
  - a. name of medication
  - b. reason medication is to be given
  - c. exact time medication is to be given
  - d. starting date, ending date, total number of days medication is to be given
  - e. dosage or amount to be given
  - f. physician’s name and signature
3. All medication will be kept in a locked area of the nurse’s office.

4. Students will be responsible for reporting to the nurse's office at the time the medication is to be given.
5. **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.**

## **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 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.

### **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.

### **Lock Down Drill**

Throughout the year, locking 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.

## **STUDENT PROGRAMS**

### **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, music, library, and physical education.

### **Elementary Guidance Services**

The elementary school guidance 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 counselor works with students both individually and in small support groups. Parents are encouraged to contact the counselor if they desire counseling for their child.

Consultation with parents/guardians, teacher and community agencies is an important aspect of the elementary counselor's role. The 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 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 counselor's primary concern is the application of developmental principles in meeting the needs of the individual child.

## **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 be in need of 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.

## **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)

## **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. For more information, contact the department.

## **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.

## **Adaptive Physical Education Classes**

All children with medically verified physical conditions, which would prohibit them from participating in regular physical education classes, are provided with a program of approved adapted physical education. This allows all pupils an opportunity to receive the benefits of a physical education program. Parents believing that their child should be afforded an adaptive physical education program instead of the regular physical education program are asked to contact either the school nurse or the physical education teacher. A medical statement from a doctor indicating the need for an adaptive physical education program and suggestions as to the types of activities in which the child should participate will be required for all students assigned to an adaptive physical education program.

## **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.

## **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.

## 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 allowed 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 need 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. Chaperone inquiries should be made to Robin Brightbill in our Human Resources Department.

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 out their child in 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.**

## 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.

#### 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.

### **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.

### **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.

## **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.*

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SCHUYLKILL VALLEY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, DISABILITY, AGE, RELIGION, OR NATIONAL ORIGIN. ANNOUNCEMENT OF THIS PRACTICE IS IN ACCORDANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

FOR INQUIRIES REGARDING COMPLIANCE WITH THESE ACTS, CONTACT THE OFFICE OF THE SUPERINTENDENT, TITLE IX, AND ADA COORDINATOR, SCHUYLKILL VALLEY SCHOOL DISTRICT, 929 LAKESHORE DRIVE, LEESPORT, PA 19533-8631, and PHONE (610) 916-0957.

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