



**Schuylkill Valley  
High School**

2022-2023

Mrs. Jenny Rexrode, Principal  
Ms. Lacey Smey, Assistant Principal

Telephone: 610-926-1706

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

Student/Parent Handbook and  
Planner

The rules in the SVHS Student Handbook are in addition to the school district's broad, 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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## HIGH SCHOOL GENERAL INFORMATION

### **Alma Mater**

Let us all unite and sing, Our song of  
praise to thee With honor, laud, and  
glory, We will true and faithful be.  
Any homage now we'll pay,  
For you're our Alma Mater dear...  
Our guidepost every day.

Let's sing of mem'ries that we know,  
Of joy within our soul.  
As day by day we onward go, Straightforward  
toward our goal. Now raise a toast to classmates  
dear, To newer paths untrod,  
For red and black let's give a cheer, Toward  
victory we will plod.

Time-honored Schuylkill Valley Thy walls  
to us are dear,  
Oh how can we forget thee,  
Or the times that we've spent here? Our Alma  
Mater e'er you'll be, And in our hearts will  
rule  
Forever steadfast, true...  
Schuylkill Valley High School!

Written by James Rieser, Class of 1959

### **School colors**

Red and Black

### **School mascot**

Panther

### **Motto**

"In ourselves, our future lies."

**2021-2022 Bell Schedules**

*\*Please see Addendum for Virtual Bell Schedule*

<b>Regular School Day</b>		
Homeroom	7:45 – 7:50	
Period 1	7:53 – 8:35	
Period 2	8:39 – 9:21	
Period 3	9:25 – 10:07	
Period 4	10:11 – 10:53	
<b>PM BCTC East &amp; West Bus Departures</b> Dismiss students from class at 11:35 (buses depart at 11:42)		
<b>Lunch A</b> 10:57 – 11:31	Period 5B 11:35 – 12:17	Period 6C 12:21 – 1:03
Period A5 10:57 – 11:39	<b>Lunch B</b> 11:43 – 12:17	Period 6C 12:21 – 1:03
Period A5 10:57 – 11:39	Period B6 11:43 – 12:25	<b>Lunch C</b> 12:29 – 1:03
Period 7	1:07 – 1:49	
Period 8	1:53 – 2:35	

<b>Activity Period</b>		
Homeroom	7:45 – 7:50	
Period 1	7:53 – 8:31	
Period 2	8:35 – 9:13	
Period 3	9:17 – 9:56	
Period 4	9:59 – 10:37	
Activity Period	10:41 – 11:13	
<b>PM BCTC East &amp; West Bus Departures</b> Dismiss students from class at 11:35 (buses depart at 11:42)		
<b>Lunch A</b> 11:17 – 11:47	Period 5B 11:51 – 12:29	Period 6C 12:33 – 1:11
Period A5 11:17 – 11:56	<b>Lunch B</b> 11:59 – 12:29	Period 6C 12:33 – 1:11
Period A5 11:17 – 11:56	Period B6 11:59 – 12:37	<b>Lunch C</b> 12:41 – 1:11
Period 7	1:15 – 1:53	
Period 8	1:57 – 2:35	

## History of Schuylkill Valley High School

On June 21, 1954, an agreement was signed by Bern, Ontelaunee, and Centre Townships, as well as the Leesport and Centerport Boroughs, organizing the Schuylkill Valley Joint School System. At that time, two over-crowded schools (Perry and Ontelaunee) served as the high schools for the jointure, so plans were made to construct a new high school.

The school board approved the present location and the construction plans were approved by the Department of Public Instruction on June 1, 1959. Ground was broken for the new building on Sunday, January 24, 1960, and the first students and staff began using the facility in the fall of 1961.

Originally designed as a Junior/Senior High School (grades 7-12), the building is presently configured in a grade 9 through 12 high school format. Additions were made to the building in 1996 and 2001, and a two-story addition was added in 2007.

## Handbook Purpose

This handbook provides information concerning the policies, procedures, and rules that are in place at Schuylkill Valley High School. While it does not cover every situation, it serves as a guideline of information for administrators, teachers, staff, parents, and students. School administrators retain the right to modify policies during the school year if deemed necessary.

Parents and students are asked to read this handbook, along with the policies and procedures booklet, then sign the policies and procedures sheet indicating that you and your son/daughter have read and understand the policies and procedures of the Schuylkill Valley School District. The signed form must be returned to the high school office by the conclusion of the first week of school. If you have any questions, do not hesitate to contact the high school assistant principal for clarification.

## Principal's Message

Grades 9 through 12 are exciting times in the life of our young people as they take steps to mold their futures. Schuylkill Valley's staff and administration are committed to assisting students in their post-secondary goals and their development into productive citizens.

The following pages will help students learn more about Schuylkill Valley High School. Clear communication helps foster cooperation and understanding which are essential in a quality high school. The support of our community is always appreciated. This handbook is intended to provide direction for promoting a quality educational experience for all of our students.

## Schuylkill Valley Board of Directors

Mr. David E. Moll .....	President
Mr. Paul Bendigo .....	Vice-President
Mrs. Linda R. Lash .....	Secretary
Mr. G. Dane Miller .....	Board Member
Mr. Robert M. Dempsey .....	Board Member
Mrs. Nicoleen M. Kleffel .....	Board Member
Mr. George Mertz III .....	Board Member
Mr. Bryan J. O'Donnell .....	Board Member
Mr. Alfonso F. Rossi .....	Board Member

## Administration

Dr. Cathy Taschner .....	Superintendent
Dr. Janet C. Heilman .....	Assistant Superintendent
Dr. Melissa Brewer .....	Supervisor of Special Education
Miss Stephanie Deibler .....	Athletic Director
Mrs. Jenny Rexrode .....	High School Principal
Ms. Lacey Smey .....	High School Assistant Principal



**Class Advisors**

Senior Class..... Mr. Jason Bagenstose & Mrs. Crystal Cammauf  
Junior Class.....Mrs. Crystal Cammauf & Mr. Dean Heffner  
Sophomore Class..... Mrs. Crystal Cammauf  
Freshman Class.....Miss Michelle DeStefano

**District Telephone Numbers**

District Office.....610-916-0957  
High School Office and Counseling Office.....610-926-1706  
Fax # Attendance and Counseling Offices..... 610-916-2893  
Fax # High School..... 610-926-8341

**School Websites**

[www.facebook.com/schuylkillvalleyhighschool](http://www.facebook.com/schuylkillvalleyhighschool)

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

**Emergency Closing Information**

When weather, impassable roads, or other circumstances require school to be closed, the Connect System will be used.

Announcements will also be broadcast on the following:

WEEU (830 on AM dial)

WRFY (1340 on AM dial)

WRFY (102.5 on FM dial)

1105 (105.1 on FM dial)

WBYN (107.5 on FM dial)

WFMZ (100.7 on FM dial)

WGAL (Channel 8 - TV)

Berks Cable TV Channel 5 Channel 69

## Faculty

Miss Kali Antallosky ~ English  
Mr. Zane Bachert ~ Special Education  
Mr. Jason Bagenstose ~ English  
Mrs. Heather Barrett ~ English  
Mr. Bryan Binkley ~ Mathematics and Computer Science  
Mrs. Rebecca Boland ~ Family & Consumer Science  
Mrs. Stephanie Burkart ~ School Counselor (L-Z)  
Mrs. Jennifer Boyer ~ Social Studies  
Mrs. Crystal Cammauf ~ Special Education  
Mr. Jeffrey Chillot ~ Mathematics  
Mrs. Lisa Chillot ~ Science  
Mr. Mark Chlebowski ~ Science  
Mrs. Michelle Conway ~ Mathematics  
Mr. Jeremy Crills ~ Fitness and Wellness  
TBD ~ Technology Education  
Mr. Christopher Dean ~ English  
Mr. Anthony Deininger ~ Band/Instrumentals  
Miss Stacy DeMott ~ Social Studies  
Miss Michelle DeStefano ~ Mathematics  
Mr. Creg Drake ~ Science  
Mr. Thomas Evansky ~ Mathematics & Science  
TBD ~ Social Studies  
Mrs. Paige Figueroa ~ English  
Mrs. Megan French ~ Social Studies  
Mr. Taylor Grim ~ Fitness & Wellness  
Mrs. Jessica Harle ~ Art  
Mr. Dean Heffner ~ Science  
Mr. Mark Horrell ~ Mathematics

Mrs. Diane Hubler ~ Family & Consumer Science  
Mr. Erik Johanson ~ Technology Education  
Miss Kristi Kauffman ~ Fitness & Wellness  
Mr. Timothy Kier ~ Special Education  
Mr. Phillip Kissinger ~ Social Studies & German  
TBD ~ Transition  
Mrs. Cynthia Koehler ~ Business Education/Computers  
Mrs. Sharon Koller ~ Spanish  
Mrs. Patricia Lacey ~ Business Education/Computers  
Miss Wendy Lane ~ Special Education  
Mrs. Joanna Miller ~ Science  
Mrs. Kelly Musket ~ Fitness & Wellness  
Mrs. Traci Pawling ~ ESL  
Mr. Scott Piergrossi ~ Music/Chorus  
Mrs. Sue Raynes ~ Special Education  
Mr. Matthew Reed ~ Academic Enrichment/Librarian  
Mrs. Kathy Reedy ~ School Nurse  
Mrs. Sarah Reed ~ School Counselor (A-K)  
Miss Michelle Rowles-Cranmer ~ Special Education  
Mrs. Abbey Sassaman ~ Mathematics  
Mrs. Michelle Sausser ~ Spanish  
TBD ~ Special Education  
Mrs. Rose Schultz ~ English  
Mr. Phillip Wert ~ Social Studies  
Mrs. Adrienne Williamson ~ Business Education  
Mr. Matthew Wisotsky ~ Mathematics  
Mr. Tod Witman ~ Instructional Coach

## Additional Staff

Mrs. Lori Haupt ~ Secretary, Main Office  
Mrs. Lily Horing ~ Secretary, Main Office  
Mrs. Janna Kneeream ~ Attendance Secretary  
Mrs. Holly Giffin ~ Secretary, Counseling Office  
Mrs. Nikki Rider ~ Secretary, Athletic Office

## **ACADEMICS AND STUDENT SERVICES**

### **Calendar 2022/2023 School Year**

<b>August 22, 23, 24</b>	<b>Teacher In-Service – No School for Students</b>
<b>August 25</b>	<b>First day for Students</b>
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

## Counseling

Counseling services are available to all students in the high school. These services include: assistance with educational planning; interpretation of test scores; occupational or career information; study help; and assistance with home, school, or social concerns. Students are free to discuss academic or personal concerns with their school counselor.

Students or parents who wish to meet with a high school counselor may request an appointment by contacting the counseling office at 610-916-5477. School counselors are assigned by students' last names.

Mrs. Sarah Reed A-K  
Mrs. Stephanie Burkart L-Z

The counseling department is responsible for administering the standardized tests at the high school. The Keystone exams are required standardized tests. Other tests may include (but are not limited to):

- SAT
- PSAT/NMSQT
- ASVAB

## Grading and Grade Reporting

The grading system for all students in the high school is as follows:  
Also see below for quarterly breakdown.

Grade	Numerical Range	GPA
A+	100 – 97	4.33
A	96 – 93	4.00
A-	92 – 90	3.67
B+	89 – 87	3.33
B	86 – 83	3.00
B-	82 – 80	2.67
C+	79 – 77	2.33
C	76 – 73	2.00
C-	72 – 70	1.67

Grade	Numerical Range	GPA
D+	69 – 67	1.33
D	66 – 63	1.00
D-	62 – 60	0.67
F	59 – 0	0
*Incomplete work must be made up or a failing grade may result.		

1 <sup>st</sup> marking period	25%
2 <sup>nd</sup> marking period	25%
3 <sup>rd</sup> marking period	25%
4 <sup>th</sup> marking period	25%

Quarterly grades may be withheld for students who are not able to complete their work by a specified time due to extenuating circumstances. Students are expected to report to their teachers to arrange the make-up work needed to complete their grade. A maximum of two, six-day cycles (beyond the end of the marking period\*) will be allowed for make-up work. Alternate arrangements (i.e. approval for extensions to be granted), must have administrative approval. \*Note: All 4<sup>th</sup> quarter extensions must have administrative approval.

## Homework

Homework assignments to be completed outside of the class period may be required and are considered 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 course assignments at that 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.

Students who have been absent are responsible for making arrangements with each of their teachers to obtain missed homework assignments. Students may also email their teachers directly to obtain missed homework assignments. To find teachers' email addresses, visit the high school's website and click on Academic Departments to find the desired teacher(s).

## Honor Roll – Academic Achievement

In order for students to qualify for recognition in any of the three academic achievement levels, the following grade point averages must be attained:

Principals List	3.75- 4.000+
Honor Roll	3.500- 3.749
Merit Roll	3.000 – 3.499

- Note:** 1) If students fail one subject, they are not eligible for recognition.  
2) An 'incomplete' grade at the end of a quarter will keep students off of the honor roll list.

## Report Cards and Progress Reports

Report cards are posted every nine weeks in Sapphire. Progress reports will be posted in Sapphire at the mid-point of each marking period for students who are in jeopardy of failing a course.

## Testing

Testing at Schuylkill Valley High School is done to evaluate students' achievement. Short-term retention will evolve into long-term retention along with problem-solving skills, analytical thinking, and application skills. Each grade level will use appropriate examination techniques to meet the goals for testing for that course level.

## Graduation Requirements

### Keystone Exam

The keystones are end-of-course examinations designed to help school districts guide students towards meeting state standards. Students will take each Keystone Exam after they complete the corresponding course. Students will re-take each exam until a proficient score is earned. The Pennsylvania Department of Education has indicated that, effective with the graduating class of 2022, students must demonstrate proficiency in Algebra I, Biology, and Literature Keystone exams as a graduation requirement. Students are not permitted to take educational trips during Keystone testing windows.

If proficiency is not attained, remediation sessions will be scheduled during activity period or study halls. Remediation sessions will take priority over activities.

## **Panther Assistance Team**

The Panther Assistance Team (PAT) is an assistance program for students in grades six through twelve. Students who are experiencing problems in school are identified and referred for help. The process is an intervention (not a treatment) program. The program is designed to:

- Develop and implement a referral process.
- Assist staff members in identifying normal, adolescent behavior from behavior that is indicative of a developing problem.
- Assist students in acknowledging and dealing with observed behaviors.
- Assist parents/guardians in acknowledging and dealing with observed behaviors of their child.
- Coordinate school and community resources that will assist students and parents/guardians.
- Make recommendations to students and parents/guardians based on observed behaviors.
- Refer students and parents/guardians to appropriate groups and organizations for help and support.
- Encourage and support the care and after-care of students.

PAT will be the group responsible for the implementation of this program. The team will include teachers, administrators, the school nurse, and school counselors, each of whom have undergone intensive, special training.

Teachers, staff members, parents, or students may initiate referrals to PAT. Once students have been referred, communications, participation, and support on the part of parents/guardians is very important to the process. Confidentiality of students, parents/guardians, teachers, and team members will be observed at all times.

Referrals can be made through the counseling office.

## **Athletics**

Schuylkill Valley High School offers a wide variety of interscholastic athletics for student participation. Students are made aware of the opportunities via the announcements as well as communications from the Athletic Director.

## **Athletic/Activity Code**

### **Academic**

The Schuylkill Valley Board of School Directors recognizes that the main mission of the Schuylkill Valley School District is the academic development of its students. Academics will take precedence over all extra-curricular activities. Participation in athletic or non-athletic extra-curricular activities can be detrimental to students' academic progress if they are failing to maintain passing grades in their courses.

### **Weekly Ineligibility**

Students who are failing two or more courses for the current week will be prohibited from participating in all athletic and non-athletic extra-curricular activities for a period of one week. The ineligibility will be in effect for the upcoming week (Sunday-Saturday). As a general rule, the cut-off for school work included for ineligibility is Thursday at noon. In instances where there is no school on Thursday and/or Friday, the cut-off will be moved back to allow time to properly notify the ineligible students. The school district will monitor ineligibility on a consistent basis.

### **Quarterly Ineligibility**

Students who fail two or more subjects at the end of a quarter will be ineligible for twenty *school* days. The period of ineligibility will begin on the day after the report cards have been posted to the community portal in Sapphire.

During any period of ineligibility, students may not attend any athletic practices, games (as a competitor or as a spectator), out-of-season work-outs, club meetings, music rehearsals, music performances, or any other extra-curricular activity. Any student who attends an event during a period of ineligibility will receive one day of In School Suspension for Insubordination to the policy.

The only exception to this policy is for students who attend the after-school study hall. If students attend this study hall and follow all established rules, they may attend an athletic or non-athletic activity. An ineligible student may attend an event as a spectator if he/she attend every study hall up to and including the day of the event.

## Behavior

The athletic and non-athletic activity programs are an important and integral part of the total school program; however, these programs are considered privileges. Through voluntary participation, students give time, energy, and loyalty to these programs. Students must also accept the training rules, regulations, and responsibilities which are unique to these activities. In order to contribute to the welfare of the group, students must willingly assume these obligations. The role demands that individual participants make sacrifices not required of others.

In addition to all student behavioral policies, rules, regulations, and codes of the Schuylkill Valley School District, athletic/activity participants are also governed by this Student Athletic/Activity Code. The rules and regulations in this code shall apply to any violations on and off school premises.

- Students found to be selling, providing, in possession of, consuming, or using any quantity of alcohol, narcotics, inhalants, or tobacco—whether on or off school property—are in violation of this code. Violations will result in a temporary suspension from the current athletic team and/or activity, dismissal from the current athletic team and/or activity with loss of all awards earned during the current season, or removal from all further athletic/activity programs for up to one year.
- Any legal infraction, conduct, or action, by students that are in violation of the law will result in a temporary suspension from the current athletic team and/or activity, dismissal from the current athletic team and/or activity, dismissal from the current athletic team with loss of all awards earned during the current season, or removal from all further athletic/activity programs for up to one calendar year from the date of the infraction.
- A display of unsportsmanlike conduct toward an opponent, official, coach, guest, district personnel, or use of profanity during a practice, contest, or activity will result in a temporary suspension from the current athletic team and/or activity, dismissal from the current athletic team and/or activity with loss of all awards earned during the current season, or removal from all further athletic/activity programs for up to one year.
- Violations of the Schuylkill Valley student conduct policy which require administrative action may be carried over to the athletic program. Any students who receive in-school or out-of-school suspension will not be permitted to take part in any practice or game the day of the suspension.
- The rules and regulations in this code shall apply to any violation—on or off school premises— during the period of participation in any athletic or non-athletic extra-curricular activity.
- Before any suspension or potential dismissal takes effect, students will be verbally advised by the coach, advisor, or administrator of the alleged violation. Students will have the opportunity to explain or justify their actions.
- Students must be in the high school by 9:00 AM in order to participate in an athletic or non-athletic extra-curricular practice, contest, performance, or activity held that day. Any exception must be approved by the athletic director or high school principal. Examples of exceptions (with proper documentation) would include college visitations, doctor appointments, funerals, etc.
- Athletes may not quit one sport in order to participate in another sport after the season has begun without the consent of both coaches. Athletes may not quit one sport and begin pre-season preparation for the next season's sport without the consent of both coaches.
- Athletes who do not participate in their physical education class, or fail to change for physical education class, they will not be permitted to take part in any practice or game that day.
- Students participating in athletic or non-athletic extra-curricular activities are expected to exhibit habits of dress and personal grooming representative of a Schuylkill Valley team or organization. Appropriate and reasonable standards will be established by the coach or advisor of each team or activity and communicated to all participants of the team, club, program, or activity. Failure to comply with these standards will disqualify students from participation until the standards are met.
- Students who are academically ineligible will not be permitted to practice, attend, or participate in any athletic or non-athletic extra-curricular activity unless they attend study hall from 2:35- 3:45 PM that day. Attendance at study hall will allow ineligible students to attend their own team's in-season practice, game (may not play due to PIAA rules), or out-of-season work-out one hour after the scheduled start time. Students **must** present the coach or advisor with a pass from the study hall teacher. Standards for academic eligibility are defined in the Schuylkill Valley School District's Academic Eligibility Policy. **Note:** If students attend a practice, game, or work-out during their period of ineligibility, without first attending the study hall, they will be subject to disciplinary action up to and including removal from the athletic team, club, or musical activity.
- Additional rules and regulations may be established by the coach or advisor of each sport, club, activity, or extra-curricular program and must be approved by the athletic director and/or principal prior to implementation. Any additional rules and regulations should be in writing and distributed to all students participating in the affected programs.

## **Sports Physicals**

Sports physicals are required for all students participating in athletic programs. These physicals are offered by the District at a minimal cost or they can be done privately at your expense.

## **Athletics/Activities -Attendance Policies**

Students must be in the high school by 9:00 AM in order to participate in an athletic or non-athletic extra- curricular practice, contest, performance, or activity held that day. Any exceptions must be approved by the athletic director or high school principal. Examples of exceptions (with proper documentation) would include: college visitations, doctor appointments, funerals, etc.

## **ATTENDANCE**

### **Admission and Registration**

New student enrollment for Schuylkill Valley High School occurs in the District Office. For more information, refer to <https://pa02000850.schoolwires.net/domain/40>.

### **Compulsory Attendance**

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.

Students may be excused from school for the following reasons:

- Student Illness
- Quarantine.
- Death in the immediate family.
- Recovery from an accident.
- Required court attendance.
- Religious holidays.
- Educational trips are not to exceed five days in a given school year. Trips will not be approved during Keystone testing or final exams. Approval may be denied for trips scheduled on snow make-up days listed on the school website. Please see the school district website for dates of keystones, final exams, and snow make-up days.
- Extraordinary circumstances (needs administrative approval).
- Driver's test.

Absences not listed above will be unexcused.

### **Reporting a Student's Absence**

To report a student absent, please either use out email provided below or a call the attendance office at 610- 916-5474.  
[hsabsence@schuylkillvalley.org](mailto:hsabsence@schuylkillvalley.org)

Absence excuses should include the following information:

Name of student

Date(s) of absence

Reason for absence- specific statement such as the nature of illness

Signature of parent or guardian

This needs to be done by 9:00 AM. Parents/Guardians may be contacted during the day (either at home or at work) to verify the absence if a call is not received. If a child is expected to be absent at least three days, the student is responsible for securing assignments from his/her teacher before the absence. Any other requests for homework may be obtained by emailing the teachers.



After three consecutive days of absence, a medical excuse is required. All handwritten absence notes need to be returned within 3 days of the student's return to school.

### **Attendance Letters/SAIP Process**

Three day letter sent when a student accrues 3 days of unlawful or unexcused absences

Five day letter sent when a student accrues 5 days of excused or unexcused absences

Student Attendance Improvement Conference (SAIC) letter to be sent when a Student Attendance Improvement Plan (SAIP) must be completed. These may be completed when a student accrues 5 days of unexcused or unlawful absences.

10 day letter sent when a student accrues 10 days of excused or unexcused absences

**Absences of three or more consecutive days require a doctor's note;** however, doctor's notes should be provided for *any* time missed for doctor, dentist, or orthodontist appointments, or other medical reasons. The school district reserves the right to request doctors' notes for any questionable absences pertaining to illnesses.

**A doctor or dentist's excuse is required if a student arrives late to school from an appointment or has an early dismissal for same.** Students are required to bring a printed note from the doctor/dentist or the clinic/hospital visited in order to have the late arrival to school or early dismissal from school excused. A parent note will NOT be accepted - only the printed note from the health care provider's office will be accepted. Lack of the "printed office note" will result in the time NOT being excused.

These procedures are to be followed for all absences including AM or PM absences and includes students who will be absent from BCTC.

**Note:** Senior picture appointments are not acceptable reasons for leaving school early, arriving late to school, or being absent for an entire school day.

**After ten absences excused solely by a parent's note, an excuse from a physician will be required.**

(other legal excuses such as court appearance, funerals, etc. can also be allowed if verified by parents/guardians). If the physician's note is not received, the day will be considered unlawful. In addition, accumulated time missed from school due to excessive tardiness may be dealt with in this same manner. Additional notices from the school will be mailed home when a student accumulates three, five, and ten days of absences. *The School District reserves the right to request doctors' notes for any questionable absences pertaining to illnesses.*

These procedures are to be followed for all absences including AM or PM absences and includes students who will be absent from BCTC.

### **Pre-Arranged Absences (Religious Holidays, Educational Trips, etc.)**

Permission will be granted for pre-arranged absences only upon receipt of written request from a parent or guardian. Written requests must be submitted to the Assistant Principal two weeks prior to the trip. If approved, the student has the responsibility to secure assignments from teachers and to complete all written work and exams that take place during the absence. If unapproved, if student is absent, those days would be unexcused/unlawful. Trips are discouraged during the first or last five days of a semester or during published state standardized testing dates.

### **Make-up Work - Excused Absence**

Students must initiate a meeting with their teachers on the day they return from an absence to develop a plan to make up all missed work. Students shall be afforded two days to make up all work for each day of excused absence; however, students and teachers should attempt to schedule all work within the earliest possible time frame. Additional time to complete assignments may be allotted at the discretion of the classroom teacher. In instances of one day or multiple-day absences which were pre-arranged, students should be prepared to start making up tests and missed work as early as the same day they return to school. Teachers may schedule tests to be made up after school, during study halls, or during their class while the test is being reviewed.

In the case of excused absences during semester or final exams, students will be scheduled to take their exams after the original testing session, not before.

## 18- Year-Old Students /Absence Excuses

The Division of Child Accounting, Department of Education in Harrisburg, has indicated that eighteen year old's are no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. It requires a notarized statement from the parents absolving them of all legal responsibility, proof of the student's change of address (voting registration, license, etc.), or whatever other proof the school would consider appropriate. Marriage for an eighteen-year-old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen-year-old. An eighteen-year-old is required to follow the attendance rules of the school.

### Early Dismissal

Students are not permitted to leave the school grounds during the school day without approval from high school administration. Early dismissal will be granted only if a written request from a parent/guardian was received by the attendance office.

Students who are requesting early dismissal must report to the attendance office upon their arrival to school, present a signed note from a parent/guardian, and obtain an early dismissal pass for that day.

### Late to School/Tardy

Students must adhere to the following schedule:

- All students must be in their homeroom by 7:45 AM.
- All arrivals to school after 7:45 AM are considered tardy. Students arriving to school after 7:45 AM (second bell) must report to the main office. Homeroom teachers will not admit tardy students to class without the appropriate, signed pass.
- All tardy students will be considered unexcused unless the parent or guardian provides a note acceptable by the school administration to the attendance office at the time of arrival.
- Students acquiring more than three unexcused tardies over a school year will be referred to the Assistant Principal. A student who is late to school four times or arrives after 7:45 AM will receive a consequence.
- Consequences for repeated tardiness to school within a year are as follows:
  - 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.**

## DISCIPLINE

All students at SVHS must follow school-wide expectations and behavioral policies that are established to ensure a productive, engaging, and safe learning environment. When these expectations are not met, disciplinary consequences will be issued by a school administrator. Disciplinary actions at the high school will follow the stated District Discipline Policy.

### Disciplinary Consequences:

#### Administrative Detention

Students who are assigned an administrative will be assigned either a morning detention which is served from 7:00-7:40 in the cafeteria or an afterschool detention which will is scheduled from 2:40-3:20. Failure to attend administrative detention may result in serving a day of in-school suspension. Administrative detention will be assigned with a 24 hour notice. If the scheduled detention must be changed, administration should be notified in advance of the schedule detention.

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 a 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)

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. 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 “missed future events” from ISS/OSS are placed on privilege denial (PD). Students on privilege denial are prohibited from participating in school dance, school trips, assembly programs, and all other school activities as determined by the school principal.

## Schuylkill Valley High School Code of Conduct

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. 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 - 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 2 or Level 3 Infractions where progressive discipline does not appear to be working.

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
<b>Level 1 Infractions:</b>	
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
Driving a car to School without the required School permit (See Policy 223)	1
Engaging in horseplay	1
Disrupting the operations of the School District or the educational activities of the School District	1
Violating copyright	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

<b>Level 2 Infractions:</b>	
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 a printer, connected and disconnected	2
<b>Level 3 Infractions:</b>	
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
Engaging in sexual conduct or activity	3
Misusing School District communications systems, Including electronic mail, computers, Internet access, and telephones	3
Use of Smoking/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 applicable procurement requirements established by the School District or by Applicable Law	3
<b>Level 4 Infractions:</b>	
Calling in or making a Terroristic Threat, per policy 218.2	4
Calling in or making a bomb threat	4
Committing or attempting to commit arson	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
Blackmail or attempted blackmail	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
Attending School while Under the Influence of a Controlled Substance or alcohol	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
When using the District Digital Technology, engaging in sexual acts, or sending any inappropriate pictures	4
Intentionally entering or hacking into any secure or confidential area of the District's systems, network(s), or Computers without proper authority	4
Knowingly or willfully infecting any Computer with any virus	4
Knowingly or willfully placing any Malicious Code in any Computer, software, or network or network component	4
Using any Digital Technology to hack into anyone else's Computers or network(s) in any way or manner that is not authorized	4
Hacking into any hardware and/or software owned or licensed by the School District for any purpose	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

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.

### **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. Honest in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable in the Schuylkill Valley School District.

### **Cheating**

On any academic assignment, cheating involves one or more of the following actions:

- Using the work of another person as your own.
- Copying information from another student's test, examination, notes, or other resources.
- Plagiarism means using another person's idea, expression, or words without giving the original author credit.
- Preparing for cheating in advance.
- Cheating during an assessment, such as:
  - Having in your possession a copy of a test to be given or that has already been given by a teacher;
  - Using the test or notes during a test or examination; o Talking while taking quizzes, tests, or examinations.
- Failing to follow the test procedures or instructions announced by a teacher.

- Acquiring a teacher's text or answer key so answers are available for your use.
- Passing along information about a test you took to a student who will take the test at a later time or to receive such information from someone else.

Cheating/Plagiarism is dishonest. It misrepresents your work and the work of others. To avoid plagiarism, always do the following:

- Put the words of others in quotation marks.
- Parenthetically document sections where you use the ideas of others (even if you've paraphrased or reworded those ideas).
- Cite your sources.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will report the violation to an administrator who will take the appropriate action as established by the Student Behavior Guidelines. Parents will be contacted.

### **Alcohol Possession/Use**

In accordance with 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.

### **Class Cutting**

Cutting class will result in an immediate detention and can also result in further disciplinary action. Additionally, students will receive a zero for all assignments missed as a result of cutting class.

### **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.



## Drug Possession/Use/Sale

In accordance with 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 considered serious 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

Per District Policy 249, 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.

## 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.

## 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

Per District Policy on 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

Threats will not be tolerated. A threat is considered an expression of intention to inflict evil, injury, or damage to any person or property. Such an action is **NEVER** considered a joke and will result in an immediate suspension, possible expulsion, and/or legal action.

## 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 than previously 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 RULES & PROCEDURES**

### **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.

### **Announcements**

All announcements pertaining to the functioning of the school are facilitated via the teachers, club advisors, and coaches.

### **Assemblies**

Periodically, assemblies will be held at the high school. Assemblies are held for the purpose of enabling students to participate in and observe programs that are educational and entertaining. The majority of the programs are conducted by students. The entire student body is expected to demonstrate appropriate behavior during these programs.

When an assembly is scheduled, students will usually report to homeroom first. Homeroom teachers will direct students to the auditorium when called over the loud speaker. Students are expected to walk to the auditorium in an orderly fashion and are required to sit in the section assigned to their homeroom.

### **Berks Career and Technology Center (BCTC)**

The Berks Career and Technology Centers (BCTC)—east and west—offer a wide variety of courses designed to broaden and enrich the high school curriculum. More detailed information on the programs that are available can be obtained in the counseling office at SVHS or at BCTC. Students who attend BCTC will spend half of their school day at SVHS and the other half at BCTC. Note: BCTC students are expected to attend their afternoon classes on days that Schuylkill Valley has an early dismissal.

### **Change of Address**

The parent or legal guardian that the student (child) resides with must complete a Student Change of Address form if they move within the district during the school year. The parent/legal guardian must provide full name, new address, previous address, contact telephone numbers of parent(s) and/or parents(s)/legal guardian(s), and two proofs of residency. The parent/legal guardian must submit the completed form with the requested proofs of residency to the Central Administration Office.

### **Cafeteria**

Students are not permitted to carry backpacks or any other type of over-sized bag while they are in the lunch lines. All students must remain in the cafeteria area until they are dismissed at the end of their lunch period. Lunches are long enough to provide

adequate time for students to eat. Students should remember that while one-third of the students are at lunch, the rest are still in class. The following rules are in effect in order to protect the learning environment for those students in class:

- All students going to lunch must report to the cafeteria as scheduled.
- Students must remain in the cafeteria for the entire lunch period unless excused by one of the teachers in charge.
- All students are expected to finish eating their lunch in the time allocated.
- Only students who are purchasing lunch are allowed to be in the lunch line.
- Boys who use the lavatory during their lunch period must use the facility next to room A67; girls must use the lavatory across from the health suite.
- Use of the library during lunch is restricted to students with pre-signed passes.
- Students who must use a telephone to make a call during lunch are to use the phone in the high school office. Cell phones and electronic devices are allowed for hand-held use (texting or browsing the web).
- If students wish to go to another location during their assigned lunch period (e.g. classroom or library), they must obtain a pre-signed pass and show it to the lunch room monitor.
- Loud, boisterous conduct will not be tolerated. Throwing food is strictly prohibited and all students who engage in any behavior of this type will be reported to law enforcement for disorderly conduct and will be subject to school disciplinary action.
- Students must remain seated at their table until the designated time for dismissal or until the teachers in charge dismiss them.
- Any students who take items from lunch line without paying for them will be reported to the Main office. Items that are not paid for are viewed as theft and could result in the involvement of law enforcement and school disciplinary consequences.

## School Meal Information

We hope your children will enjoy the nutritious meals and choices we provide in the Schuylkill Valley School District. You will find there are many selections available for your children to choose from.

Breakfast is available for all schools on full days and also on days with early dismissals. Breakfast is not served on days when school is delayed.

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

A lunch consists of five different food items from four food groups: meat/meat alternative, bread/bread alternative, vegetable/fruit, and milk. Five food items are offered daily. Students must choose at least three of the five to make a meal. Whether students choose three, four, or five items, the price of the meal is the same. Cafeteria menus are distributed monthly and are available on the school's website.

The NSLP requires that the school offer only milk as a beverage. If a substitute is required, a doctor's note must be on file with the food service office and the nurse before a substitute will be provided. A current doctor's note must be submitted each school year.

If you are having financial difficulties, you may apply for free or reduced meals. The applications can be found on our website and also available in the main office of each building.

Free/Reduced Applications must be completed each year in order to receive benefits if you qualify. The status of the former year is carried over to this school year for the first 30 operating school days only. If we do not receive a new application for the new<sup>st</sup> school year, the status your child(ren) was last school year will expire on the 31<sup>st</sup> operating school day.

The cafeteria uses Café Terminal—a computerized point-of-sale system.

- All students are issued a personal identification number (PIN) for the cafeteria.
- When purchasing meals, students will enter their café PIN on a keyboard. The cost of the lunch will automatically be deducted from students' accounts after the child's account and picture appear on the computer screen.
- To avoid a zero or negative balance, students will be notified when their account reaches approximately \$5.
  - **High School Students** are able to go into the negative for a meal or if an unwrapped ala carte item was removed from the serving line. Students may not continue to purchase meals if his/her account remains in the negative. The Food Service Department holds the right to provide a different reimbursable or alternate meal for the student and continue to charge the account. The alternate meal will provide the five components

allowed on the NSLP. **Note:** Students who leave the district for any reason are still responsible for negative accounts.

- Students who receive free or reduced lunches will follow the same procedure; however, their automatic debits will be made at the free or reduced lunch price.
- Account deposits are made by putting money in a SVSD Food Service Notice envelope (available in the high school office) which is then placed in a locked box in the high school office. Checks should be made payable to SV Cafeteria Fund and contain the current date. A \$15 service fee will be charged for returned checks.
- High school students do not have the privilege of charging meals.
- Participation in the system is strongly recommended, but is not mandatory. The capability to process cash is available.
- All inquiries concerning the Café Terminal System may be directed to the food service office at 610-916-5726.

## Unclaimed Funds and Refund Policy

Funds remaining in a student's account at the end of the school year are rolled over into his/her account for the following school year. Negative balances likewise carry over from one year to the next. If you owe money at the end of the school year, it will be deducted from any deposit made at the beginning of the following year. If a student leaves the district, the funds remaining in his/her account will be automatically transferred into a younger sibling's account if one exists. If moving from the district, within sixty days of such move, we must receive written notice of your forwarding address in order to process a refund of any remaining account funds. If within sixty days of such move, you do not provide a forwarding address to the Schuylkill Valley Food Service Office, any unclaimed funds in the student's account shall be forfeited and shall become the property of the Schuylkill Valley Food Service department.

Graduating seniors will receive a refund for the remaining money on their account by contacting the food service department directly and requesting a refund. The money may also be donated to the food service department or transferred to a sibling's account. Any refund will be sent out in the form of a check within 3-4 weeks to the address on file.

## Chromebook Rules (1:1)

1. I understand that any inappropriate use of the device will result in school discipline that may include the loss of Chromebook/Device use. Inappropriate use includes, but is not limited to:
  - visiting inappropriate websites
  - possessing inappropriate pictures and/or media file
  - Cheating
  - installing unapproved application
  - deleting installed application
  - deleting or changing another student's work in any application
2. I will report any damage to D10.
3. I will not do anything to the device that will permanently alter it in any way.
4. I will not disassemble any part of the device or attempt any repairs.
5. I will take good care of the device assigned to me.
6. I will keep food and drinks away from my device.
7. I will always carry my Chromebook with two hands.
8. I will not set pencils, books, or anything on my device.
9. I will use my Chromebook on a flat surface.
10. I will not touch my Chromebook screen with fingers, pencils or any other object.
11. I will pay attention when the teacher tells you to close lids or apps.
12. I will use my device in ways that are appropriate, meet school district expectations, and are educational.
13. I will only have the apps, tabs, or pages open that my teacher instructs me to.
14. I will not take pictures or videos with my device unless I am given permission to do so.
15. I will mute my device when I am not wearing headphones.
16. I will not deface any part of the device.
17. I will not touch someone else's device.
18. I will return the device neatly and properly to the cart.

19. I will be a good digital citizen by keeping everything I do kind and appropriate on my device.
20. I understand the device is property of the Schuylkill Valley School District

## Dress Code Policy

The matter of students' dress and appearance is primarily the responsibility of students and their parents/guardians; however, good dress and grooming is a positive factor in creating an educational atmosphere conducive to serious academic study. Some styles can lead to negative personal impressions and are a distraction from the educational process.

## Student Dress Code

Per District Policy 221, the Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

The matter of students' dress and appearance is primarily the responsibility of students and their parents/guardians; additionally, good dress and grooming is a positive factor in creating an education atmosphere conducive to serious academic study and achievement. The building administrators reserve the right to determine what is considered appropriate or inappropriate dress.

While a listing of all prohibited items is not possible, the following list will serve as a guide:

**TOPS:** spaghetti strap tank tops, halter tops, off the shoulder tops, strapless shirts, backless shirts, shirts that excessively reveal the midsection including bandeau tops and tube tops or any shirts of a revealing nature.

**BOTTOMS:** skirts/shorts of a revealing length, jeans or pants with holes of a revealing nature.

**FOOTWEAR:** Shoes must be worn at all times; however, open-toed shoes are not to be permitted in lab areas, during athletic activities, in technology education classes, and in food preparation areas. Slippers are not permitted. Any footwear deemed unsafe by administration may be prohibited.

**ACCESSORIES:** With the exception of school-sponsored events, or for medical or religious reasons, all hats, caps, bandannas, do-rags, or any other headgear may not be worn in the building.

Articles of clothing or accessories imprinted with messages pertaining to drugs or alcohol, or advertisement of such products; products or establishments that promote drugs and alcohol, gun or weapon related apparel, clothing or accessories that may be gang related, or clothing or accessories considered vulgar, obscene, lewd, contains profane pictures, words, or phrases; and slogans with double meanings; or racially insensitive clothing and accessories.

Guidelines for student attire will be in effect for all school-sponsored activities and events, including dances. A student whose attire does not conform to acceptable standards will need to call home for a change of clothes. This infraction will be recorded by a building administrator and a parent or guardian will be notified. Serious or repeated violations of the guidelines for student attire are subject to further disciplinary action.

If there is a concern regarding the dress or appearance of students, teachers may instruct students to alter their appearance and, if warranted, students may be referred to a building administrator. If the administrator determines the dress or appearance is inappropriate, the problem will be discussed with students and a parent/guardian will be required to bring a change of clothing to school. Failure to comply will result in disciplinary action at the discretion of an administrator.

Any offenders of the dress code will have two options:

1. Make a phone call home and request that appropriate clothing be brought to school. Students will change and be sent back to class.
2. Wear a substitute article of clothing from our office wardrobe and be sent back to class.

Students will be detained in the office while waiting for appropriate attire to be brought to school and will be responsible for any missed work. Students not in compliance with these rules will be sent to the ISS room and will be held accountable for any missed work. Additional violations may result in additional punishment including detentions and/or ISS.

## Drug and Alcohol Offenses

The Schuylkill Valley School District prohibits students from using, possessing, or distributing alcoholic beverages, illegal drugs, or drug paraphernalia on school property, in school buildings, in school buses, or while participating in or attending school functions.

Students who appear to be under the influence of drugs or alcohol will immediately be referred to an administrator. After notification has been given to parents/guardians, discipline may include an out-of-school suspension for up to ten days, referral to PAT, referral to an outside agency for counseling, referral to law enforcement, and/or referral to the superintendent with a recommendation for expulsion from school.

## **Electronic Devices**

Also see Electronic Devices in the District Policy 233.

Electronic devices are not to be used in any way that disrupts or detracts from the education and work environment. The use of electronic devices during school-related activities may be permitted in accordance with guidelines established by the district. Students are not to use personal electronic devices to bully, harass, or threaten other persons.

The district prohibits the unauthorized audio or video recording of other persons during the school day.

## **Emancipated Students**

Students will be designated an “emancipated” when they are married or live in an independent capacity apart from their parents/guardians.

## **Field Trips**

Throughout the school year, students will be offered the opportunity to participate in class trips and field trips. Trips that occur during the school day are of an educational nature and relate to the curriculum of a specific course. These trips will also help improve students’ cultural and social skills. As a general rule, trips that are purely of a fun or social nature will be held after school or on weekends.

Parents/guardians will receive notification of all trips through bulletins sent home with students and reserve the right to prohibit their child(ren) from participating in a specific trip. Students with habitual discipline issues, who have demonstrated an inability to act in a mature, responsible manner, or have not met the requirements of the trip, may be prohibited from participating.

## **Hall Passes – Panther Pass**

When students need to leave a classroom, they must have their individualized SVHS Panther hall pass signed by a staff member. Students must also completely fill out the sign-out sheet in the room they are leaving. Hall passes must reflect the time, the destination, and a staff member’s signature. Hall passes will be distributed in homeroom on a quarterly basis. The previous quarter’s hall passes will be collected by homeroom teachers and returned to the high school office.

## **Homecoming**

The members of the Homecoming and Spirit King Court will meet the following eligibility requirements:

- A minimum cumulative GPA of 2.500 (grades 9, 10, and 11).
- Involvement in at least two school-sponsored extracurricular activities since the beginning of their junior year.
- Eligible under the SVHS Athletic/Activity Code.

## **Homelessness**

Students and their families, who are living in a shelter, transitional housing, motel, vehicle, campground, on the street, or living with relatives or friends due to a lack of housing, are considered to be homeless and are advised to contact their school counselor for information and support. Students and families will be referred to the McKinney-Vento Liaison in the District Office for next steps.

## **Library**

Students report directly from study hall to the library. Once in the library, any further destinations are to be requested by students and will be granted at the librarian’s discretion. In order for students to use the library during activity period, they must sign-up in the library prior to period 4. Students must report directly to the library at the start of activity period and are expected to be on time.

Overdue materials and the incurred penalties will cause students' library privileges to be suspended until all obligations are met. The library is a quiet place for research and leisure reading. Failure to follow proper behavior guidelines will result in the following disciplinary action:

1. Warning – Students are reminded of proper behavior.
2. 1st Offense – Students are restricted from the library for two cycles.
3. 2nd Offense – Students are restricted from the library for five cycles.
4. 3rd Offense – Students' library privileges revoked for the remainder of the school year.

## **Lockers**

Students are assigned a specific locker in the general vicinity of their homeroom. Lockers are provided for the convenience of the students. Lockers should be kept locked at all times and the combination should never be 'set' to open.

Students should not share their locker or locker combination with anyone. The school is not responsible for the disappearance of items stored in students' lockers.

Students are permitted to go to their lockers before and after school as well as between classes throughout the school day. Visiting a locker between classes is not an acceptable excuse for being late to class.

Lockers are the property of the school district. School administrators maintain the right to open and examine students' lockers at any time.

## **Lost and Found**

The lost and found is located in the high school office. All articles found in or about the school building will be held in the office where the owner may claim his/her property. At the end of each quarter, unclaimed items will be donated to an appropriate social organization.

## **Lost and Damaged School Property**

Books, supplies, lab equipment, library materials, audio-visual equipment, physical education equipment, computer discs, or any other equipment or materials assigned to, or in use by, a student are expected to be returned in a condition reasonably similar to the condition it was in at the time it was issued (normal use and wear will be taken into consideration).

If any materials or equipment are lost or damaged, the students to whom it was issued will be financially responsible for the loss or damage. Charges for lost or damaged materials will be calculated at the cost of its replacement value or its repair.

## **Military Recruiting**

By law, the Armed Forces are permitted to receive a mailing list of high school-age students each year. Typically, these requests are for information for juniors and seniors. The school will comply with Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information). Parents/Guardians have the right to have their child's name excluded from the list provided they submit that request in writing to the counseling office before the beginning of each school year.

## **Money and Valuable Items**

The Schuylkill Valley School District will not be responsible for the personal property of students, employees, or any other personnel using the school's facilities. Articles of clothing, jewelry, money, or any other items of a personal nature are considered personal property and are the sole responsibility of the owner.

## **National Honor Society (NHS)**

Membership in the Socratic Chapter of the National Honor Society at Schuylkill Valley High School is one of the highest honors a student can receive. The National Association of Secondary School Principals (NASSP) administers the organization and sets the guidelines that are followed by all chapters and members. The constitution and procedures used at Schuylkill Valley High School adhere to these guidelines. Junior and senior class members are instated in an induction ceremony during the school year.



Following the first quarter of the school year, scholastically-eligible junior and senior students (those who have a cumulative weighted GPA of 3.500 or higher) will be sent a letter and an activity information form that needs to be filled out. This form, along with a letter of recommendation and faculty input, will be examined by the Faculty Council. The Faculty Council (appointed by the principal) represents a cross-section of the high school curriculum. The chapter's advisor shall be ex-officio member of the Faculty Council with no voting rights. The Faculty Council will carefully consider the standards of leadership, service, and character as outlined by the national constitution, reflect upon the application of each candidate, and decide which students will receive an invitation for membership.

After becoming members of the chapter, students are required to maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Failure to maintain these standards may result in consequences that range from a probationary period to dismissal from the chapter. The Faculty Council is responsible for investigating these matters and for levying any consequences.

Students who either resign from or are dismissed from the chapter may never re-enter the Honor Society.

## **Obligations**

Report cards, records, parking permits, and diplomas may be withheld from students who have not met their obligations to the school. Obligations include materials (i.e. books, uniforms, etc.) that were lost and/or damaged as well as unserved detentions or in-school suspensions. Items that are not returned are viewed as theft and could result in the involvement of law enforcement.

## **Office Phones**

During the school day, students may use the phone in the high school office when given permission.

## **Patriotic Exercises**

Schuylkill Valley High School believes that it is the responsibility of every citizen to show proper respect for their country, its flag, and the National Anthem. Students have the right to decline to recite the Pledge of Allegiance, to salute the flag, or to sing the National Anthem on the basis of personal belief or religious convictions.

Students who choose to refrain from participating in public patriotic displays are required to respect the rights and interests of classmates who do wish to participate. Students who choose not to participate will be permitted to either stand or sit while remaining respectfully silent.

## **Personal Expression**

Students have the right to a certain amount of freedom of expression; however, such expression may be limited or forbidden if (in the judgment of school officials) it:

- Interferes with the educational process.
- Threatens to be harmful to the welfare of other persons, the school, or the community.
- Encourages others to engage in unlawful activity.
- Interferes with the rights of other persons.

The display of symbolic expression (e.g. buttons, badges, etc.) is permitted within the limitations stated above. Decisions made by school administration are final.

## **Scheduling**

Course selection at Schuylkill Valley High School is a partnership between the school, students, and parents. This process begins during the second marking period. More details are covered in the Schuylkill Valley High School Program of Studies booklet which is available on the school website.

## Study Halls

Study halls are designed to give students the opportunity to complete school assignments, use the library, or to meet with teachers to obtain extra help with their assignments. All study halls are formal, quiet periods. Students are expected to work and not use the time to socialize. Games, such as card-playing, etc., are not permitted during study halls.

Students should have something constructive to do when they arrive at the study hall location or they may sign out to report to the library. They may report to teachers only if they have a pre-signed pass.

- Students MUST report to their scheduled study hall at the beginning of each period unless they have a permanent pass to another location. Remember: study hall is an assigned class.
- Students with permanent passes must report to the assigned location.
- Cell phones are permitted for hand held usage only and they must remain in silent mode.
- Students will be directed to sign-out with the study hall teacher to all locations for which they have legitimate passes, including the library. Note: If passes are forged, disciplinary action will follow.
- Students who need to report to another location after they check-in to their study hall must have a pass which must be obtained prior to study hall from a classroom teacher. Study hall teachers will not excuse students to seek passes.
- Students may use Chrome books with permission from the study hall proctor.
- All students will have assigned seats in study hall.

## Visitors

Visitors are asked to call in advance to set-up an appointment with the staff member they wish to visit. In order to keep interruptions of the educational process to a minimum, alumni are required to visit after 2:35 PM.

Visitors must first report to the office to register and are to remain in the vestibule until the staff member they wish to see is available. An authorized visitor in the building will have obtained a visitor's pass from the office.

Students often request that students from other districts be permitted to visit for a full or partial school day. This practice is discouraged and is often forbidden because of the activities scheduled within our high school. Anyone wishing to tour the school in anticipation of enrolling at Schuylkill Valley High School may make an appointment with a school counselor.

## Withdrawal from School

Students who are withdrawing from school are to report to the counseling office for initial processing. All obligations must be fulfilled and all books and non-expendable supplies must be returned before the school will transfer students' records to another district. Parents/Guardians may examine the contents of their student's records prior to their transfer.

## Work Permits

Work permits are issued from the high school's main office. Students who seek employment prior to their 18<sup>th</sup> birthdays are required to apply for a work permit. Students interested in obtaining a work permit must:

1. Obtain a work application in the high school's main office.
2. Have a parent/guardian sign the application.
3. Return completed application to the high school's main office.

A blue work permit card will be issued and must be held by the student until his/her 18<sup>th</sup> birthday.

During the summer, work permit applications and the blue work permit cards may be picked up during scheduled business hours. Please call (610-926-1706 – main or counseling offices) ahead of time to be sure someone will be available to help you during summer hours.

## **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. **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 **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

### Emergency Closing

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

1. Announcements will be made to the public media requesting their cooperation in conducting public service

announcements.

2. Office personnel and employees, under the direction of the superintendent of schools, will attempt to contact families as to the change in operational procedure. If necessary, priority will be given to families of children in grades K-5.
3. All attempts will be made to customize transportation arrangements to ensure the safe return of students to homes, babysitters, or relatives given the bus change/route change options contained in this policy.
4. If the situation warrants, the superintendent is authorized to keep students in the school buildings until parents or guardians can retrieve their students from the building of assignment or placement. The superintendent is further authorized to provide food and shelter on school property and at school expense to guarantee the safety of all students.
5. If the situation warrants, the superintendent is authorized to enact the Schuylkill Valley School District Emergency Plan and assume all powers.

## **Fire Drills**

Fire drills will be held at the high school on a periodic basis. When the fire alarm sounds, students are to immediately follow teachers' directions. Students are to remain quiet and assist teachers in closing windows and turning off lights. They are to leave the room in a single file line (last person out of the room must close the classroom door) and exit the building following the fire exit instructions posted in the classroom.

Once out of the building, students are to stay with their teachers and move away from the building so that emergency vehicles have clear access. Teachers are required to take attendance in order to account for all students. Students who do not cooperate during these drills will be disciplined.

## **STUDENT ACTIVITIES AND PROGRAMS**

### **Activities - Social**

A number of social activities will be held throughout the school year. The primary purpose of these activities is to provide students social living experiences and wholesome recreational opportunities. These activities will be listed on the high school calendar found on the school's website.

For all activities, the doors will open fifteen minutes prior to the scheduled starting time. The building will remain open (and chaperones will remain on duty) fifteen minutes after the activity has ended.

Notification of the type of dress allowed for each event will be made on the morning announcements. The current regulations regarding student apparel will be enforced at affairs allowing 'school dress.'

The Activity Director is empowered to refuse admittance to any students who do not comply with the regulations or seek to offend the technicality or intent of the regulations.

Students who wish to bring a guest to social events need to pick up a guest form from the Activity Director or the Main office. Form needs approval from Administration before the guest may attend.

Students are not permitted to leave and re-enter at any time while the social event is in progress without the permission of the Activity Director. Students wishing to leave prior to the conclusion of a social event are required to notify the Activity Director of the time of their departure, the person with whom they are leaving, and their destination. This notification shall be in writing on the appropriate form.

Students are not permitted to roam the building or campus at any time prior, during, or after an event. Lavatory facilities used shall be in the immediate vicinity of the event.

Conduct at all activities shall be such that it contributes to a wholesome atmosphere. Smoking and the use of alcoholic beverages and drugs are prohibited on school property.

The Activity Director and the chaperones will be responsible for seeing that students comply with the stated rules and regulations and exhibit appropriate social conduct for boys and girls of this age group. When necessary, the Activity Director is empowered to remove students from the activity area and will notify a parent or guardian any time students are removed from an activity due to improper conduct.

## Activity Period

Every Wednesday, the high school switches to a special bell schedule in order to accommodate an activity period. The activity period is reserved for meetings of the various clubs and groups that exist at Schuylkill Valley High School.

Students who are not involved in any scheduled meetings during the activity period are to remain in homeroom. This time should be used to catch up on homework, make-up tests, or use pre-signed passes to go the library, counseling office, or report to teachers for extra help. While involvement in clubs and groups is important, academics always supersede participation in any activities.

## TRANSPORTATION

### Bicycles

Students are not permitted to ride bicycles to school due to safety issues with the roads that surround the school.

### Motor Vehicles

Students who wish to drive a motor vehicle to school must present a valid driver's license and a completed Student Parking Application form to the high school office. Students applying for parking permits must have access to a motor vehicle at the time the application is submitted.

Parking spaces will be issued on a first-come, first-served basis. Seniors will be assigned parking spaces in the lot on the west side of the school. Juniors will be assigned parking spaces in the lot on the east side of the school.

A parking tag will be issued to students whose vehicles have been properly registered. The tag must be hung on the vehicle's rear-view mirror so the tag number can be seen through the windshield. All vehicles must be parked facing toward the school so the tag number can be easily seen. The tag must be displayed any time the vehicle is on school property.

Speed on the school campus is not to exceed 10 mph. Student drivers must exercise extreme caution when on school property as school buses are likely to be encountered. All student drivers, and their student passengers, are required to report to their assigned homeroom upon arrival to school\*.

**\*Note: Students are not permitted to accept a ride from a student driver unless they have permission from the principal.**

Students are not permitted to drive behind the high school building for any reason and if caught doing so, may have their parking privilege revoked.

Violations of the parking regulations will be sufficient cause for suspension of students' driving privileges and disciplinary action. Vehicles in violation of the parking rules may be towed away at the owner's expense.

The following guidelines will supplement the Schuylkill Valley School District discipline policy as it pertains to campus driving/parking privileges and may result in the denial or loss of driving/parking privileges:

- Students who are tardy to school six times (either excused or unexcused).
- Students who exceed an accumulation of five detentions.
- Students who exceed an accumulation of five days of in-school suspension.
- Students who exceed an accumulation of three days of out-of-school suspension.
- Students who have outstanding obligations/debts to the school.

### BCTC Student Drivers

Only seniors who attend BCTC in the afternoon will be granted permission to drive to BCTC. Students are required to complete and submit the appropriate driving privilege forms to the BCTC office.

### Parking Permits

Parking permits are required for any student who wishes to drive to school. Students must abide by the parking and driving guidelines to continue the privilege of driving to school. If students do not adhere to parking and driving rules and guidelines, driving privileges can be revoked.

## Bus

Bus transportation is provided for the convenience of all students and their parent(s)/ guardian(s). Driving a school bus is a difficult task with the responsibility of concentrating on traffic conditions while maintaining proper supervision of forty or more students. For the safety of all concerned, it is imperative that students conduct themselves properly while riding school buses. Bus transportation is a privilege which may be revoked. Students are expected to behave in a mature and sensible manner while being transported on school buses.

The Schuylkill Valley Board of School Directors recognizes the need for clearly-defined rules and regulations governing student busing. It is the responsibility of the superintendent of schools to develop these guidelines in conjunction with the supervisor of transportation.

It is expected that students of the school district will conduct themselves in a quiet and orderly manner while riding school buses. Bus drivers are legally responsible for the safe transportation of students. Bus drivers will report misconduct to the principal. Bus conduct regulations include (but are not limited to):

- Students must ride on their assigned school bus unless permission is obtained from the district to ride another bus.
- Students should be at their assigned bus stop five minutes prior to the scheduled arrival time of the bus. The bus driver does not need to wait for students.
- Students are to wait for the bus in a safe place—away from the roadway.
- Students are not to play games on the street or highway while waiting for the bus.
- Students are to 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 are not to tamper with the bus or any of its equipment.
- Students are not to use profane, obscene, or indecent language.
- Students are to get on and off the bus in an orderly manner.
- Students are not to engage in any physical contact with the bus after departure.
- School bus drivers are entitled to the same respect shown to parents/guardians and teachers.
  - Students are expected to cooperate with bus drivers and follow bus drivers' instructions.
- Students are to remain seated in their seat facing the front of the bus, except when boarding and disembarking.
- Students are not to change seats at any time. Bus drivers have the right to assign seats to students.
- Students must keep their heads, hands, arms, feet, and personal belongings 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 students' laps or placed on the floor between their legs/feet.
- Do not throw anything in the bus or from the bus windows.
- Eating or drinking beverages on the school bus is not permitted at any time.
- Screaming, yelling, fighting, or any other disruptive behavior is not acceptable and will result in disciplinary action.
- Students must be alert to vehicular traffic when boarding or disembarking the bus. If it is necessary to cross a street, cross only when the bus is stopped and the red flashing signals are turned on. Students should look both ways before crossing in front of the bus.
- Students should stay back at least ten steps from the bus until the driver signals that it is safe to board or cross the street.
- Students who drop or forget something in or around the bus should not go back after it. Report it to the driver immediately.
- For young children's safety, parents/guardians should escort them to the bus stop and wait with them until the school bus arrives and meet them at the bus stop on the return trip.
- The following items are not permitted in any school vehicle: tape recorders, radios, balls (except balls for team sports), spray bottles, water pistols, pea shooters, live animals, sling shots, CD players, weapons (including look-a-likes), drugs, alcohol, tobacco, flammable liquids, matches, fireworks, firecrackers, and smoke bombs.
- Students are expected to adhere to the Schuylkill Valley drug/alcohol policy.
- Any behavior not mentioned in this policy that jeopardizes the safety of others is deemed inappropriate by the administration and is prohibited. Violations will be subject to disciplinary action as otherwise listed in the Code of Student Conduct.
- Cell Phones: At no time should a student be making or receiving a call on a cell phone while riding the bus. Students should not be talking on a cell phone while on the bus. Cell phones should not be ringing while students are on the bus. Students who violate this policy will have their phone confiscated and it will be turned over to a



school administrator.

It is not recommended that students bring electronics or portable gaming devices on school buses; however, if they choose to do so, the equipment should not disturb the driver or other students riding the bus. Students who cause a disruption will be asked to put these devices away. Additional offenses will result in the devices being confiscated and turned over to a school administrator. Neither the Schuylkill Valley School District or Eshelman Transportation Company are responsible for any items that may be lost, stolen, or damaged as they do not recommend bringing the items on the bus. **Students are solely responsible for their personal items.**

The above regulations are noted so that all students will know what is expected of them. Any behavior that jeopardizes the safety of others will be addressed with the appropriate disciplinary actions.

### **Bus Discipline (Consequences)**

The district administration has established a procedure for reporting student misconduct on school buses. Bus misconduct reports will be issued to parents/guardians by the respective building principal for each infraction. The standardized procedure for reporting is as follows:

1. Verbal warning.
2. Written warning.
3. Seat change.
4. Loss of riding privileges from one day to the remainder of the school year.\*

\*Note: Mandatory school attendance will be enforced even when bus-riding privileges have been revoked due to student misconduct. In each case, parents/guardians will be responsible for ensuring that their students are transported to school.

### **Large Objects on Buses**

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 students' laps or on the floor between students' legs/feet. Bus aisles must remain clear at all times.

### **Bus Stops and Services**

Bus stops shall be established at locations where students can safely walk to and from their home or destination and the bus stop. Stops will be reviewed annually by the district as routes are changed to accommodate changes in grade or building assignments.

Students will be assigned to a stop in the proximity of their residence. Students are required to get on and off the bus at their assigned bus stop.

### **Transportation Appeals**

The supervisor of transportation will make decisions regarding individual student bus assignments. Parents may appeal decisions in writing to the superintendent of schools. The superintendent's decision will be final.

### **Requests for Change of Bus Stop**

Bus drivers have been instructed not to accept verbal or written requests for transportation changes.

#### Emergency Requests

Requests from parents/guardians for bus stop changes (in emergency situations) should be in written form when possible and submitted to the assistant principal or principal. Bus stop changes will only be considered for true emergency situations such as:

- Medical emergencies that cause a parent not to be at home.
- Aiding families with medical emergencies or death in the family.

#### Basis of Approving Emergency Requests

The primary factor in approving requests for emergency bus stop changes will be that there is available seating on the bus route requested.

## **Pennsylvania Crimes Code – Unauthorized School Bus Entry**

Under the law, persons who enter 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 one-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.

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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.