

# SCHUYLKILL VALLEY MIDDLE SCHOOL

114 Ontelaunee Drive  
Leesport, PA 19533-8630

## 2022-2023



Dr. Joshua Kuehner, Principal  
Mrs. Candice Kehres, Assistant Principal

Telephone: 610-926-7111  
Website: [www.schuylkillvalley.org](http://www.schuylkillvalley.org)

**STUDENT NAME:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Section:** \_\_\_\_\_

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# MIDDLE SCHOOL GENERAL INFORMATION

## A Middle School Message from the Principals

The start of the 2022-2023 school year presents many challenges and much excitement for students and teachers alike. As we enter the year, we hope that each student will set goals to improve academics, work respectfully and responsibly with other students and staff, and cooperate with the educational program and school community to the highest degree.

Our school continuously strives to improve and stay attuned to changes related to 21<sup>st</sup> century life. We expect our students to become lifelong learners who know how to retrieve and assess the value of the vast amount of knowledge that humans have amassed in this Information Age. As we continually face new frontiers in learning, our students will need to acquire and apply skills in reading, writing, mathematics, science, practical arts, and fine arts to a higher degree than previous generations. These challenges require the school, parents, and students to work together to educate our children for a world that demands well-prepared citizens.

Each team will meet with the principal to review the expectations for student behavior and discipline. Furthermore, please take time to familiarize yourselves and your students with the policies, rules, and procedures that will make our school routines flow smoothly. After doing so, **complete and return the form confirming that parents and students read, understand, and agree to follow the middle school policies and procedures.**

Welcome to the new school year. We hope it will be a successful one for all!

## Vision

The vision of the Schuylkill Valley Middle School Program, with collaboration of teachers, students, parents, and community is to provide a safe, nurturing environment. Each student is encouraged to develop the highest levels of academics, character, and physical well-being.

## Mission Statement

At Schuylkill Valley Middle School our mission is to:

- model and encourage dependability, personal responsibility, organization, cooperation, teamwork, and respect.
- provide challenging and enriching learning experiences.
- utilize current technology and methodology to facilitate learning.
- provide a safe and nurturing environment in which to learn.
- encourage experiences to establish lifelong habits for a healthy body and mind.

## Positive Behavioral Plan

### Responsibility

Make responsible academic choices.  
Be prepared to learn.

### Offer Kindness

- Use kind and appropriate words.
- Help others.

### Attitude

- Make positive choices in words and actions.
- Never give up; show persistence.

### Respect

- Follow school rules.
- Be considerate, and honor the feelings, opinions, and property of others.

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RCAR Behavior Matrix

## Faculty and Staff

**PRINCIPAL:**  
**ASSISTANT PRINCIPAL:**  
**GUIDANCE COUNSELOR:**  
**GUIDANCE COUNSELOR:**  
**SECRETARY:**  
**SECRETARY:**  
**HEALTH ASSISTANT:**  
**STUDENT COUNCIL ADVISOR:**  
**LIBRARIAN:**

**Dr. Joshua Kuehner**  
**Mrs. Candice Kehres**  
**Mrs. Lisa Henry**  
**Mrs. Janel Smith**  
**Mrs. Kimberly Loose**  
**Mrs. Vicky Sarzynski**  
**Mrs. Elizabeth Oswald**  
**Mr. Ron Sausser**  
**Mrs. Emily Calaman**

### Aquatics

Mr. Nicholas Pirrocco  
Mrs. Christina Sossong

### Art

Mrs. Ronda Lee Seymour

### Family and Consumer Science

Mrs. Diane Hubler

### Foreign Language

TBD

### Teacher of the Gifted/Reading

Dr. Elizabeth Schucker

### Health

Mr. Nicholas Pirrocco

### Instrumental Music

Dr. Mark Yingling  
Mr. Andrew Smith

### Music

Mrs. Kim Makosch

### Physical Education

Mr. Nicholas Pirrocco  
Mr. Todd Reinert

### Digital Citizenship

Mrs. Rachel Wade

### STEAM Education

Mr. Howard Emerson  
Mr. Makoto Kizuka

### Paraprofessionals

Mrs. Debra Yeager  
Mrs. Trina Dunkelberger  
Mrs. Sherry Faust  
Ms. Marlene Biro  
Mrs. Sally Horton  
Mrs. Brandi Rhein  
Mrs. Leanne Moyer  
Mrs. Michelle Rowley  
Mrs. Alicia Zettlemoyer

### Building Substitutes

Mrs. Humphrey  
Ms. Miller  
Mrs. Gigliotti

### Grade 5

TBD  
Mrs. Amanda Hix  
Ms. Heather Hummel  
Mrs. Shannon Lewis  
Mrs. Teresa Pisanick  
Mr. Nicholas Wojciechowski

### Grade 6

Mrs. Christine Wysocki  
Mrs. Christina Miller  
Mr. Ron Sausser  
Mrs. Jennifer Wise  
Mr. Remo Farinelli  
Mrs. Jennifer Gresh

### Grade 7

TBD  
Mr. Codie Bender  
Mrs. Catherine Paff  
Mrs. Shannon Furst  
Ms. Ginger Thomas  
Mr. Jon Jenkins

### Grade 8

Mrs. Katherine Batson  
Ms. Kaitlyn Boyle  
Mrs. Sharon Wert  
Mr. Chris Gallo  
Mr. Mitch Gaul  
Mrs. Dana Heins

### Learning Support/At-Risk/Support

Mrs. Dana Carter  
Mrs. Jessica Dowd  
Mr. Courtney Smith  
Mrs. Jenny Miller  
Mrs. Kelly Duncan  
Mrs. Megan Fox  
Mrs. Ginny Marchut

### Paraprofessionals

Mrs. Liz Witters  
Mrs. Sharon Witman  
Mrs. Elizabeth Bender  
Ms. Deb Hughes  
Ms. Corie Kehr  
Mrs. Deb Mair  
Mrs. Kim Luigard

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## **Locations and Phone Numbers**

### **Central Administration**

929 Lake Shore Drive  
Leesport, PA 19533-8631  
610-916-0957 (Phone)  
610-926-3960 (Fax)

### **High School**

929 Lake Shore Drive  
Leesport, PA 19533-8631  
610-926-1706 (Phone)  
610-926-8341 (Fax)

### **Middle School**

114 Ontelaunee Drive  
Leesport, PA 19533-8630  
610-926-7111 (Phone)  
610-926-3321 (Fax)

### **Elementary School**

62 Ashley Way  
Leesport PA 19533-8629  
610-926-4165 (Phone)  
610-916-5048 (Fax)

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## **THIS HANDBOOK AND OTHER HELPFUL RESOURCES**

This agenda book is a tool to assist parents/guardians and students and serves several purposes. First, it contains information essential to understand the organization, curriculum, rules, and procedures of Schuylkill Valley Middle School. Additionally, it conveys the beliefs and values of our school. Finally, it is an extremely important tool for learning, a resource to bring structure and purpose to help every student achieve success.

Other helpful suggestions include: viewing your student's grades online, checking teacher pages and online calendars and accessing the middle school website for announcements and important dates.

If at any time you cannot access your student's grades, please contact the middle school main office to request your login information.

### **Student Responsibilities**

#### **Handbook**

1. Bring this handbook to all classes each day to:
  - a. show notes from your parent to the teacher at the beginning of each class.
  - b. write your assignments each day during class and check that all homework is listed at the end of period 8 class.
2. Use this handbook to:
  - a. plan for test preparation.
  - b. check that you are taking home all materials needed for homework completion each night.
3. Take the handbook home each day for parent/guardian signature, when requested.
4. Keep all pages intact throughout the year, including sign out sheets.
5. Replacement of agenda = \$8.00.

**Online Resources** - Check teacher online calendars via your Chromebook for homework, tests, quizzes, etc.

### **Suggestions for Parents**

#### **Handbook**

Check this handbook each day:

1. for your child's written assignments and to verify completion of that work.
2. for correspondence from teachers.
3. to communicate concerns, questions, etc. to the teacher in the "comments" section of the handbook.

#### **Online Resources**

1. Log into the "Parent Viewer" and check your student's grades.
2. Access your student's teacher webpage/calendar to view assignments and assessment dates.
3. Email your student's teacher (or make a phone call) with any concerns or questions.

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**GRADE 5 DAILY TIME SCHEDULE**

Homeroom	7:40 – 7:50
Period 1	7:50 – 8:30
Period 2	8:30 – 9:10
Period 3	9:10 – 9:50
Period 4	9:50 – 10:30
Period 5	10:30 – 11:10
Lunch	11:10 – 11:40
Period 6	11:40 – 12:20
Period 7	12:20 – 1:00
Period 8	1:00 – 1:40
Homework Check	1:40 – 1:45
Period 9	1:45 – 2:30

**GRADE 7 DAILY TIME SCHEDULE**

Homeroom	7:40 – 7:50
Period 1	7:50 – 8:30
Period 2	8:30 – 9:10
Period 3	9:10 – 9:50
Period 4	9:50 – 10:30
Period 5	10:30 – 11:10
Period 6	11:10 – 11:50
Period 7	11:50 – 12:30
Lunch	12:30 – 1:00
Period 8	1:00 – 1:40
Homework Check	1:40 – 1:45
Period 9	1:45 – 2:30

**GRADE 6 DAILY TIME SCHEDULE**

Homeroom	7:40 – 7:50
Period 1	7:50 – 8:30
Period 2	8:30 – 9:10
Period 3	9:10 – 9:50
Period 4	9:50 – 10:30
Period 5	10:30 – 11:10
Period 6	11:10 – 11:50
Lunch	11:50 – 12:20
Period 7	12:20 – 1:00
Period 8	1:00 – 1:40
Homework Check	1:40 – 1:45
Period 9	1:45 – 2:30

**GRADE 8 DAILY TIME SCHEDULE**

Homeroom	7:40 – 7:50
Period 1	7:50 – 8:30
Period 2	8:30 – 9:10
Period 3	9:10 – 9:50
Period 4	9:50 – 10:30
Lunch	10:30 – 11:00
Period 5	11:00 – 11:40
Period 6	11:40 – 12:20
Period 7	12:20 – 1:00
Period 8	1:00 – 1:40
Homework Check	1:40 – 1:45
Period 9	1:45 – 2:30

**Daily School Closing Announcements**

When weather, impassable roads, or other circumstance require school to be closed, the Alert Now System will be used to contact all district residents affected.

Announcements will also be broadcast on the following:

- WEEU (830 on AM dial)
- WRFY (1340 on AM dial)
- WRFY (102.5 on FM dial)
- I105 (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

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## ACADEMIC AND STUDENT SERVICES

A middle school program is designed to meet the specific needs of young adolescents. These young people in grades 5 through 8 undergo an enormous period of physical, social, and emotional growth as they become young adults. A model middle school program offers a combination of a traditional curriculum, integrated studies, cooperative learning, and projects to aid in that development and academic growth. Although middle school requires a challenging academic program, socialization, exploration, and guidance are also important components.

The block schedule affords our students daily, double periods of language arts and math. In 5<sup>th</sup> grade, students will have science and social studies every day for a 40-minute period. In grades 6 – 8, students receive a double period of science or social studies every other day. A variety of unified arts classes are offered quarterly, by semester, or for the entire school year. **Fifth graders** participate in fitness and wellness, aquatics, music, digital citizenship, guidance, art, and library and discovery once or twice in a six-day cycle. **Sixth graders** participate in fitness and wellness, aquatics, music, music appreciation, library, digital citizenship, art, and STEAM once or twice a cycle. **Seventh graders** participate in fitness and wellness, health, music, digital citizenship, art, world languages, and STEAM once or twice a cycle. **Eighth graders** participate in fitness and wellness, family and consumer science, music, digital citizenship, art, world languages, and STEAM once or twice a cycle.

### **Flexible Grouping**

Our scheduling permits flexible grouping for all grade levels at the middle school. Heterogeneous, or flexible grouping, follows the guidelines of extensive research. Although students are placed in a class with a range of ability levels, each student is able to reach his/her maximum potential and successfully complete the requirements. The use of research-based techniques, such as cooperative learning and project-oriented activities, create a positive, challenging, and success-conducive environment.

The mathematics sequence allows for acceleration. Students are selected for math grouping by means of a combination of standardized tests, report card grades, teacher recommendations, and a pretest. Flexibility allows students to move between the groupings as deemed necessary by the math teachers. Throughout the year, teacher evaluations will determine if a student is properly challenged. Equally, a continuous average of less than 75% might indicate that the material or pace is too rigorous; as a result, assessments and possible adjustments can be made at any time during the year.

### **Grading**

All grades will be listed as percentages. Students who receive lower than a 50% average for a major subject during the 1<sup>st</sup> quarter will receive a 50% on the report card. This will allow a student to pull him/herself out of a failing situation. During the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters, the students will be evaluated according to their work, and the percentages they earn will be the grade reported.

Some unified arts courses will issue grades by semester. However, interim reports will be sent home after the first and third quarters for any child whose average is below 60%.

The following grading system is used for grades 5-8 in all subject areas:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

Adapted Grade and/or Individualized Support will be used to indicate adaptations for a student on an individual basis.

### **Progress Reports**

Because parents/guardians have access to each student's grades via the internet, using Parent Internet Viewer (PIV), SVMS will no longer send quarterly progress reports via the mail. PIV provides instant and accurate access to all grades. Parents are encouraged to check grades often. If a parent does not have internet capability and wants paper progress reports sent home, a written request must be submitted to the middle school office.

### **Promotion Requirements**

Any students who fail two major subjects, one major subject and two non-major subjects, or four non-major subjects, will not be promoted and will be retained in their current grade for an additional year of work. Students not meeting promotion requirements may attend summer school in an attempt to receive credit for failed subjects. Students passing required courses in summer school will be promoted. **Summer school fees and transportation are the responsibility of the parents, not the Schuylkill Valley School District.**

### **Report Cards**

Because parents can view grades via PIV, a record of student progress will not be issued. A message from the school will alert parents of the end of the posted quarterly grades.

## Marking Periods

1<sup>st</sup> Quarter: August 25– October 31, 2022

2<sup>nd</sup> Quarter: November 1 – January 18, 2023

3<sup>rd</sup> Quarter: January 19 – March 24, 2023

4<sup>th</sup> Quarter: March 25 – June 8, 2023

## Academic Achievement

Merit Roll, Honor Roll and High Honors status is determined each quarter based on the academic work and grades received for that period. Following are the grade requirements for Merit Roll, Honor Roll, and High Honors status.

**Merit Roll** – no grade below 80% for major subjects and each of the unified art subjects

**Honor Roll** – no grade below 90% for major subjects. Minimum grade of 85% in each of the unified art subjects.

**High Honors** – no grade below 95% for major subjects. Minimum grade of 85% for a grade in each of the unified art subjects.

## Fitness, Wellness, and Swimming Regulations

Fitness and Wellness and/or Swimming are required classes for all students as part of the curriculum. If a student is not physically able to participate for health-related reasons over a period of time, he/she must present a medical excuse from a physician, in which case he/she will be excused from participation in the class.

A student is **only** excused for a single time with a parent excuse which **MUST BE PRESENTED TO THE TEACHER AT THE BEGINNING OF THE CLASS**. Verbal excuses will not be accepted. Any further absence from class is only permitted with the above mentioned doctor's excuse. Since grades in these subjects are primarily based on participation, it is imperative that absence from class be kept at a minimum. If a child does not participate due to medical reasons with the physician's notice, a medical excuse (M) will be given.

Female students **MUST BRING A NOTE** if missing class (for swimming only) due to a menstrual period. This does not affect their grade.

**IF A STUDENT CANNOT PARTICIPATE IN THE FITNESS AND SWIMMING CLASSES, THAT STUDENT IS PROHIBITED FROM ANY ACTIVITIES AFTER SCHOOL THAT DAY, INCLUDING ATHLETICS.**

### Class Safety

A safe class atmosphere is of paramount concern. Therefore, the following guidelines will be in effect. **PIERCINGS MUST BE REMOVED (UNLESS IT IS AN EAR STUD) ON ANY PART OF THE BODY BEFORE PARTICIPATION. A note from a guardian asking to keep the piercings in place will not be accepted.** Choosing not to follow class safety guidelines will result in a discipline referral and loss of participation for that day.

### Fitness/Swim Classes – Valuables

Pupils should not take valuables or money to gym or swimming classes. If valuables are accidentally brought to class, students should lock valuables in their gym lockers during physical education class and in their hall lockers during swimming class. Neither the teachers nor the school will be responsible for any lost or stolen items. We **strongly** encourage students to leave such items at home.

### Fitness - Proper Clothing

Students in grades 5 through 8 are required to wear loose fitting athletic clothing and sneakers for gym. Students may change into gym clothing if they wish.

### Aquatics Class – Proper Dress

Students are required to change into either school issued or school purchased swimsuit for class. If a student refuses to dress for class and does not present a note for excusal, it will be considered defiance. If a student has long hair, the hair must be tied back so that it does not obstruct the student's vision during swimming.

### Aquatics Swimsuit

All students in grades 5 and 6 will be required to bring their own swimsuits. The suit must be properly cleaned and laundered according to suit instructions after each use. If a student chooses not to purchase his/her own swimsuit, a school-issued swimsuit will be available for use in each aquatics class. All students will be provided a school-issued towel for each aquatics class.

### Aquatics/Fitness Additional Class Information

If a student wears contacts, he/she is requested to remove them before class. All gym clothing/swimsuits should have the student's name in them for identification. Gym clothing should be washed at least once a week. Each pupil is required to shower before swim class. A student may bring solid deodorant to use. However, **no spray perfumes, deodorant sprays, or body sprays** are permitted due to allergies and asthma.

## Guidance Services

Our school counselors attempt to assist all students through a program of individual counseling, developmental classes, and related guidance services. Individual and group testing, interpretation of tests, student recordkeeping, and referrals to outside agencies are but a few of the responsibilities of the counselor. Orientation, adjustment, self-understanding, and cognitive and social development is promoted by the guidance personnel. All students and parents are encouraged to utilize fully the many services provided by the guidance department.

## Homework

### District Policy 130

#### Philosophy

Homework assignments to be completed outside of the regular school day are required and 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 homework assignments at that grade level. These assignments enhance, as well as increase, reinforcement for learning. The assignment of homework assumes that desirable learning experiences can also take place in the home. Students, parents, and teachers must play a cooperative role in making homework a beneficial experience.

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 website and click on Academic Departments to find the desired teacher(s).

#### Homework Completion Policy

Homework is an important component to success in school. All teachers consider assignments for review, practice, and preparation for class. The student is **responsible** for the timely completion of homework assignments. If homework is not completed, consequences will arise.

## Homework Center

The Schuylkill Valley Middle School Homework Center is held on Monday and Wednesday afternoons from 2:30pm – 3:45pm. Each session of the Homework Center is four to six weeks long. Students must sign up and have a signed parental permission slip to join. Students are required to attend all sessions within that period. Failure to do so without a valid excuse will result in dismissal from that session. Schuylkill Valley will provide bus transportation for students participating in Homework Center if the permission slip is returned by the deadline. If not, a student may still join, but a parent would be required to provide transportation. Students are encouraged to sign up and use the center frequently in order to remain diligent with all schoolwork.

## Library/Media Center

#### Policy

The Schuylkill Valley Middle School Instructional Materials Center offers printed materials in the form of fiction and non-fiction books, textbooks, magazines, and newspapers. The center is open to students during the school day. Passes are required of students going to the center. Also provided are several databases which allow onsite and remote access.

Books may be borrowed for three weeks and may be renewed for an additional three-week period. Textbooks may be checked out for two nights. All other materials are for overnight use only, unless special permission is granted by the librarian. All materials are signed out through the computer. Each student has his/her own library account and must use it when signing out materials.

Students are responsible for the care and return of all items borrowed from the Materials Center. In fairness to other students, borrowed materials must be returned on time so that other students may make use of the material. To encourage responsibility, a fine system for overdue material will be used. A five cent per day fine will be charged for three-week materials that are overdue, and a fifteen cent per day fine will be charged for overnight material. Students with overdue books or fines owed receive a written notice each Monday. Continually failing to return materials or pay fines on time will cause the student to lose the privilege of borrowing items from the Material Center.

#### Use during ISTA

Students are invited to the library during ISTA. Misuse of these privileges will result in a warning. Should another incident occur, students will be referred to the office, and library privileges will be denied for the duration of that quarter, except for research requests made by a teacher. Privilege Denial students will only have access to the library during ISTA with a research pass issued by a teacher.

## Student Assistance Program

The SVMS offers a Student Assistance Program (SAP) through our Panther Assistance Team (P.A.T.). The team is a group of dedicated educators who care about the welfare of the students in the building. The core team is made up of classroom teachers, the guidance counselor, the nurse, and the principals. It can, and will, seek input from other constituents. The team is trained to assess, support, and refer. At no time will this team make any final decisions about the welfare of a child without the input from the faculty and the parents. A student can be referred by a teacher, another student, a parent, or another staff member in the school. This referral can be done by a faculty member, a parent, or a student using a form in the guidance office or by contacting one of the team members. When a child is referred, an assessment is made by all of his/her teachers. This is in written form. A summary is prepared by the assigned case manager which is then presented to the whole team. At that point, the team, with the input from a faculty member or team and the parents, makes the decision to monitor, support, or refer to other agencies. Social and emotional referrals will be monitored, or outside agencies will be engaged for services. Every year, our 5<sup>th</sup> and 6<sup>th</sup> grade students receive a guidance session on when to seek help, what to look for, and the procedure itself. All of our 7<sup>th</sup> and 8<sup>th</sup> grade students, the faculty, and staff will receive an update in-service.

## Tutoring/Remediation

Academic success is very important for all students. Therefore, time is set aside to afford our students tutoring and remediation. Should remediation be necessary, the individual teams will assign students to various tutoring sessions, based on an individual's need. This extra assistance is offered by the specific teacher or an instructional aide.

## ATTENDANCE

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

To report a student absent, please either use our email provided below or a phone call to the office at 610-916-5616.

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

Absence excuses should include the following information:

1. name of student
2. date(s) of absence
3. reason for absence - specific statement such as the nature of illness
4. signature of parent or guardian

### Attendance Letters/SAIP Process

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

### Absences and School Activities

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

### Arrival to School

Students who do not ride the bus to school must be dropped off in the back of the building; doors open at 7:10 am and close promptly at 7:38 am. Students arriving after doors are closed must be brought into the office and signed in by a parent. Students are required to be in homeroom by 7:40 am each day.

### Doctor/Dental Appointments

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

### Doctor's Excuses

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

### Early Dismissal and Pick-Up

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

Students requesting early dismissals must report to the main office upon arrival at school in the morning with their written request. The adult picking up a student must report to the main office to meet the student. Each student **must** be signed out by the designated adult. This procedure is for the safety of all students at the middle school.

Everyone is requested **not** to wait in halls or outside the office. Students may not leave the building to meet a parent and/or designated pick-up person. Violations will result in disciplinary actions.

## End of the day Dismissal of Students

Parents may ONLY park in the parking lot, not along the curb in front of the building. Students who are getting picked up must wait until after the busses are dismissed. Please help this process by picking up your child at 2:35 pm. **Should an appointment necessitate an earlier dismissal, please arrive by 2:15 pm, and pick your child up in the office/vestibule area.** Any student getting picked up must go through the office lobby for parent/sibling pick up. Students are not permitted to get off the bus at the high school or walk to the high school. A student is never permitted to ride home with another student or his/her parent **WITHOUT PARENTAL PERMISSION.** Students are not permitted to walk home unless a parent note is on file and approved by the Principal.

## Family Request for Educational Trip

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

## Making Up Work

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

## Pick-Up (Activities/Detention)

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

## Tardiness

All late students are required to report immediately to the office. These students must have a note signed by their parent/guardian explaining the reason for the tardiness. While in school, any student arriving late to class will also be considered tardy. Continual tardiness is not acceptable and arriving tardy (excluding dental/medical) will result in the following:

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

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

## DISCIPLINE

All students at SVMS must follow the 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 middle school follow the guidelines of the stated District Discipline Policy, 218.

## Disciplinary Consequences

### Administrative Detention

Students are assigned administrative detention that is served after school. Detention starts at 2:30 pm and ends at 3:30 pm. Transportation after detention is the parent/guardian's responsibility. Students are expected to attend all assigned administrative detentions unless the appropriate administrator excused and/or cancelled the detention. Failure to attend an administrative detention may result in an in-school suspension being assigned. Students who are absent on the day of an assigned detention are responsible for making it up on the day they return to school. Administrative detentions will be assigned with a 24-hour notice. If the detention session must be changed, the parent must call by 9:00 AM on the scheduled date to request a change. Detentions will take precedence over all school, extra-curricular, home, and/or work activities.

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

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

## Suspension

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

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

## In-School Suspension

Depending on the severity of the incident, students will serve one to three days of ISS in the designated ISS room for the duration of the school day. In ISS, students will follow an academic work schedule to complete all school work that is provided by the classroom teachers. Students lose all extracurricular eligibility until all ISS days are served and all assigned class work is completed. (1 missed future event)

## Out-of-School Suspension

Out-of-School Suspension will be served under the supervision of parent(s)/guardian(s). A parent/guardian conference will be required prior to reinstatement to school. Work will be collected and may be picked up in the middle school office after 2:30 PM the next school day. Students are not permitted on Schuylkill Valley School District property while serving an Out-of-School Suspension without prior permission from a building administrator.

## 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 dances, school trips, assembly programs, and all other school activities as determined by the school principal.

Once students accumulate PD points, they will not be eligible to participate in the next school activity. If students receive any type of suspension; in-school-suspension or out-of-school suspension, those students will not be eligible for the next one or two school events, respectively.

All future referrals sent to administration when additional disciplinary points are assigned, will result in students immediately being placed back on PD.

## Disciplinary Infractions

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

Level 1 Infractions - Minor student misbehavior that impedes the educational process and orderly classroom procedures and/or interferes with the operation of the school. 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) (running in halls, throwing something, omitting information)	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 common areas without legitimate purpose	1
Violation of dress or grooming rules	1
Failing to comply with administrative directives	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. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable in the Schuylkill Valley School District.

### Grades 5 and 6

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

### Grades 7 and 8

Cheating and plagiarism are Level Two Infractions. Students who knowingly allow others to copy their work, as well as students who copy work from other students or from other sources and hand it in as their own, will be subject to a zero on the assignment and/or the assignment of an administrative detention.

## Alcohol Possession/Use

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

## Bullying

Per District Policy 249, Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in the District's Policy 249, includes cyberbullying.

## Cell Phones/Electronics Policy

Per District Policy 237, cell phones shall not be used in any way that disrupt or detract from the educational and work environment. At the middle school cell phones and electronics must be **TURNED OFF** and stored in the student's locker for the duration of the school day. **These items are to be in the student's bag prior to entering the building and may not be removed until after students have left the building.**

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

## Violations

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

## 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

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

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

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

## Drug Possession/Use/Sale

Per District Policy 227, students are not permitted to consume, be under the influence of, use, distribute, or possess drugs, look alike drugs, inhalants, or drug paraphernalia. The school district's Drug/Alcohol policy is the basis for all decisions in this area. The complete policy is published in the *Policies and Procedures Handbook*. All drug offenses are 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 District Policy 247, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the school board. Disciplinary action will range from suspension to possible expulsion.

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

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

## Inappropriate Items in School

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

Inappropriate items include (but are not limited to):

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

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

## Profanity

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

## Public Display of Affection

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

## Pushing and Roughhousing

Pushing, tripping, hitting, and any type of roughhousing are never permitted, **even if out of fun**, as it may erupt into a serious fight. This type of action will result in disciplinary consequences. If any harm is inflicted intentionally or as the result of the roughhousing, a more serious disciplinary consequence may be required.

## Search of Student Property

Per District 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.

## 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 disciplinary consequences. Possession of matches or lighters will also result in disciplinary consequences.

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

## Threats

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

## Video Surveillance

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

## Weapons

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

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

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

## GENERAL RULES & PROCEDURES

### Book Bags/Personal Items

Book bags, coats, purses, and other carry-on items **must** fit in student lockers. Any bags exceeding the space of the locker are **not** permissible due to possible safety hazards. **Students must leave their book bags and purses in their lockers.** In order to access needed materials, students are permitted to go to their lockers:

1. prior to morning homeroom.
2. before and after lunch.
3. before and after unified arts classes (as determined by individual grade level).
4. before ISTA.
5. at dismissal, prior to boarding buses.
6. between or during classes **only** when granted permission by a teacher **and** accompanied by a pass.

### Cafeteria

The following regulations are expected to be followed in the cafeteria:

1. Students will be assigned to tables.
2. No switching of an assigned table is allowed.
3. Students who pack lunches will be permitted to purchase drinks after all students are seated.
4. Food purchased in the cafeteria may not leave the cafeteria.
5. Each table is responsible for clean-up on, under, and around their table.
6. A "quiet time" of two minutes may be imposed when necessary.
7. Students are expected to converse at low voice levels.
8. Students must have permission to leave the cafeteria for any reason.
9. Depending on the severity of an infraction that takes place in the cafeteria, students will receive a verbal warning, isolation at an individual seat, or may be removed from the cafeteria and referred to the office for a detention.
10. Repeated infractions will result in removal from the cafeteria for extended periods of time depending on the severity of the problem.

### Food Service Department

Middle School Kitchen – (610)-916-5580

The Schuylkill Valley School District aims to provide each child with nutritious meals and food options. Many selections are available for your students to choose from.

Breakfast is available on full school days and on days with early dismissals. However, breakfast is not served when school is delayed.

## Internet

SVMS is fortunate to provide the Internet for all students in the building. In order to assure safety with this tool, the Board of Education has passed guidelines to protect our students. The district's **Acceptable Use of Internet** policy is the governing document for all aspects of Internet usage in the schools. In an increasingly computerized age, it is necessary that students understand the rules of copyright, fair and acceptable uses of computers, Internet, and e-mail. Violations of the district policy may result in loss of computer privileges for students as well as disciplinary consequences.

## Lavatory Use

Permission to use the lavatory during and between class periods may be granted by a teacher, with a pass. At no time are students to linger or congregate in the lavatory. Students are to use their grade level lavatories or a lavatory closest to their classroom. Misuse of this privilege will result in disciplinary consequence.

## Lockers

Hall lockers are provided for the convenience of the students; however, the student should not assume privacy of that locker. **All lockers remain the property of the Schuylkill Valley School District and can be searched under reasonable suspicion.**

## Personal Expression

Per District Policy 220, students shall have the right to freedom of expression unless, in the judgment of school officials, such expression directly interferes with the educational process; threatens immediate harm to the welfare of other persons, the school, or community; encourages others to engage in unlawful activity; or interferes with the rights of other persons. Said regulations permit the display of symbolic expression (i.e. – buttons, badges, etc.) consistent with the limitations herein noted.

## Parent Visits

Parents are welcome at the middle school. A parent who wishes to visit a child's teachers may do so. This requires 3 days notice so the teacher(s) can be notified of the visit. Should any tests be given or any special events scheduled on the date of the requested visit, notification will be given to arrange for an alternate date.

## Patriotic Exercises

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

## 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.

## Schuylkill Valley Middle School Chromebook/Device Acceptable Use Agreement

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

## HEALTH SERVICES

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

In the event a child becomes ill during the school day, the school will take every measure to contact the parent and send the child home so that he/she may benefit from needed medical treatment as soon as possible. Such emergencies do not present themselves frequently; however, it has been noted that some children appear ill when they arrive at school. A child who is ill will not be able to learn and may infect other individuals. Please check for signs of illness before sending a child to school: skin eruptions, fever, persistent cough, sore throat, headache, chills, swollen glands, discharge or redness of eyes, vomiting, or diarrhea.

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

### Communicable Disease Regulations/Duration of Exclusion

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



8. **Scabies** – until judged non-infective by child’s physician.
9. **Tonsillitis** – 24 hours from institution of appropriate therapy

## Dental Examinations

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

## Student Health Information Forms

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

## Exclusion

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

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

## Hearing and Vision Screening

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

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

## HIV Infection

The Schuylkill Valley School District is committed to providing a safe, healthy environment for its students and employees. The school district policy regarding the HIV virus is based on current evidence that the virus is not normally transmissible by infected individuals within the school setting.

HIV infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. In accordance with district policy, appropriate school authorities shall determine the educational placement of infected students on a case-by-case basis by following the established policies and procedures for students with chronic health problems and students with disabilities.

## Medical Examinations

The School Health Laws of Pennsylvania require a physical examination of each pupil upon original entry to school, in 6<sup>th</sup> grade, 11<sup>th</sup> grade, and upon transferring into a district from another state. The examinations may be carried out by a private physician at the parent’s expense or by the school’s medical examiner at no expense to the parent. School districts are permitted to accept reports of private physical exams completed within one year prior to a student’s entry into the grade where an exam is required. Medical examination forms are also available on the district’s website under Health Services.

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

## Pennsylvania Immunization Regulations

1. **Smallpox** – A certificate of successful vaccination is no longer required for admission to school.
2. Effective August 1, 2011, all students in **ALL GRADES** are required to have the following vaccinations:
  - a. **Diphtheria** – **four** properly spaced doses of diphtheria toxoid, which may be administered as a single antigen vaccine, in combination with tetanus toxoid or in combination with tetanus toxoid and pertussis vaccine - **One dose must be on or after the 4<sup>th</sup> birthday**. The Department recommends the combined DTP vaccine for children under seven years of age.
  - b. **Chicken Pox (varicella)** – documented administration of **two doses of the chicken pox vaccine (varivax) or date (month, day, and year) of having the chicken pox disease**.
  - c. **Tetanus** – **four** properly spaced doses of tetanus toxoid, which may be administered as a single antigen vaccine, in combination with tetanus toxoid or in combination with diphtheria toxoid and pertussis vaccine - **One dose must be**

- on or after the 4<sup>th</sup> birthday.** The Department recommends the combined DTP vaccine for children under seven years of age.
- d. **Poliomyelitis** – four or more properly spaced doses of either oral polio vaccine or enhanced inactivated polio vaccine - However, if a child received any doses of inactivated polio vaccine prior to 1988, a fourth dose of inactivated polio vaccine is required.
  - e. **Measles (rubella)** – **two** properly-spaced doses of attenuated measles vaccine, the first dose administered at twelve months of age or older, or a history of measles immunity, proved by serological evidence showing antibody to measles as determined by the hemagglutination inhibition test or a comparable test - Each dose of measles vaccine may be administered as a single antigen. The Department recommends the combined MMRII vaccine.
  - f. **German measles (rubella)** – **one** dose of live attenuated rubella vaccine administered at twelve months of age or older or a history of rubella immunity proved by serological evidence showing antibody to rubella determined by the hemagglutination inhibition test or a comparable test - Rubella vaccine may be administered as a single antigen vaccine. The Department recommends the combined MMRII vaccine.
  - g. **Mumps** – **two** properly spaced doses of attenuated mumps vaccine administered at twelve months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by the physician or the physician’s designee - Mumps vaccine may be administered as a single antigen vaccine. The Department recommends the combined MMRII vaccine.
  - h. **Hepatitis B** – **three** properly-spaced doses of hepatitis B vaccine
    3. Students who have not had proper immunization must, under law, be excluded from school.
    4. In addition to the vaccines listed above, students attending **7<sup>th</sup> grade will need the following:**
      - a. **one dose of tetanus, diphtheria, acellular pertussis (Tdap)** if five years have elapsed since their last tetanus, diphtheria or tetanus diphtheria, pertussis immunizations
      - b. one dose of meningococcal conjugate vaccine (MCV)
      - c. **Scoliosis Screening** - Scoliosis is a lateral curvature of the spine, most commonly found during the adolescent period. Early recognition of scoliosis, followed by close observation and treatment, may prevent serious deformities. Scoliosis screening is performed on all seventh grade students. Parents will be informed by letter before the screening is performed. Students with positive findings will be referred to a physician for evaluation.
      5. As of 2017, **all students entering 12<sup>th</sup> grade need 1 dose of meningococcal conjugate vaccine (MCV), in addition to the 7<sup>th</sup> grade requirement.**

## Guidelines for Administration of Special Medication

**The Schuylkill Valley School District recognizes that parents/guardians have the primary responsibility for the health of their children.** Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child’s physician to arrange medication time intervals. If possible, medication should be given at home. When medication must be given in school, the following procedures must be followed.

### Prescription and Non-Dispensed 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.**

## **SCHOOL SAFETY**

### **Fire Drill**

A fire drill is signaled by the sound of the fire alarm system. Orderly exit procedures are in place for every room in the building. Teachers explain these procedures to students for each room. **Talking during fire drills is NOT permitted!** Students must take fire drills seriously. At no time should a student touch a fire alarm or fire extinguisher. Doing so endangers the health and safety of everyone. Disciplinary actions will be imposed for willful false fire alarms.

### **Stay in Place Drill**

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

### **Lock Down Drill**

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

## **STUDENT ACTIVITIES/PROGRAMS**

In addition to the regular academic responsibilities and expectations for all students of grades five through eight at the middle school, there are a number of academic pull-out programs and extracurricular activities.

**Academic Pullout Programs** – (based on recommendation, testing, and due process)

1. learning support
2. gifted

### **Extracurricular Activities**

These programs provide the opportunity for students to expand their learning, to receive necessary remediation in areas of need, and to offer an extension of the regular educational program. In order to satisfy the time requirements of each program, there is a need to miss regular class time during individual lessons. Students are responsible for any missed assignments or work during their absence from class. Usually, these assignments are listed in the classroom and/or the students may see their teacher(s) or a fellow classmate at an appropriate time.

### **Musical Organizations**

The performance organizations at the Schuylkill Valley Middle School include an individual band for each grade 5<sup>th</sup> through 8<sup>th</sup> and individual chorus for each grade 5<sup>th</sup> through 8<sup>th</sup>. These are elective courses that must be chosen by the student and parent in order to participate in the numerous music activities and performances. In addition, Select Chorus, Girls' Chorus, Boys' Chorus, and Jazz Band are offered; auditions will determine participants for these music groups that rehearse before school. Middle school music organizations have a full and varied schedule of events including: performances at three mandatory concerts in December, March, and May, during assemblies, and at special school-related programs. Students are encouraged to select band and/or chorus as an elective. Students who do not select band and/or chorus will be assigned to a study hall during ISTA.

### **Instrumental Music**

Students who register for band must have basic instrumental skills. If students wish to start playing an instrument in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade, they should contact the director to make arrangements for beginning instruction. These students will be enrolled in band when they have mastered enough basic skills to actively participate. Band meets three times during the six-day cycle, and members are also scheduled for a group lesson/sectional once during every cycle on a rotating basis. All students enrolled in band will be given credit for their participation and will receive a report card grade based upon their participation, attitude, conduct, and effort. Participation in all scheduled performances is mandatory.

### **Vocal Music**

Each grade-level chorus will meet twice during the six-day cycle for rehearsal. All students enrolled in chorus will be given credit for their participation and will receive a report card grade based upon their participation, attitude, conduct, and effort. Participation in all scheduled performances is mandatory.

## Student Council

Student Council will provide 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students the opportunity to actively participate in representative government. Student Council will act to convey the students' feelings, desires, and problems to the Principal through the council advisor. Student Council will be composed of representatives elected from each grade level. If a representative is placed on "privilege denial" at any time throughout the year, he/she will be removed from Student Council.

## Student Clubs

A variety of clubs are offered throughout the year based on student and staff interest. Students who are interested in forming a club should seek a faculty advisor and then the Principal's approval. Clubs that have run in the past include: TV Studio, Panther Pride Club, Skateboarding Club, Mountain Biking Club, Volleyball Club, Ski Club, Art Club, Coloring Club, Debate Club, Math Counts, Reading Olympics, Library Club, Environmental Club, Yearbook, Student Newspaper, to name a few.

## Fundraisers and Charitable Initiatives

### Fall Duck Campaign

A magazine/cookie dough sales campaign is conducted in grades 5 through 8 during the month of September to raise money for the Student Activity Account. Money earned and placed in the Student Activity Account may be used only for those projects designated, budgeted, and approved by the Student Senate. Money raised during the magazine/cookie dough sales campaign is used for non-curricular student activities that are not funded by general school district expenditures.

### Other Fundraisers/Initiatives

Several additional fundraisers that have been in past years include: Penny Wars, Panther Prowl Walk-a-Thon, a Dodgeball Tournament, a chocolate-covered pretzel company and sales in 5<sup>th</sup> grade, a holiday food drive, and various PTO fundraisers, to name a few.

## Student-Centered Social Activities

### Purpose

A number of social activities, as published in the Activity Calendar, will be held throughout the school year. The primary purpose for these activities is to afford students a social experience and to provide them with meaningful and safe recreational opportunities. All activities are chaperoned by SVMS faculty, administrators, and staff members.

### Operation

For all scheduled activities, doors open fifteen minutes prior to the scheduled starting time. The building will remain open, and chaperones will remain on duty for fifteen minutes past the scheduled end of an activity. Parents should make arrangements to have their child picked up promptly at the end of an activity. The school assumes no responsibility for students remaining longer than fifteen minutes after the end of an activity. Continued late pick-ups will cause exclusion from future after-school activities.

### Dress Regulations

Notification of appropriate attire for each event will be made via the morning announcements by the Student Council Advisor. At affairs deemed "school dress" appropriate, the current regulations affecting student apparel will be enforced. Certain events will advertise alternate dress codes. The Student Council Advisor may refuse admittance to any student who does not comply with the regulations or seeks to offend the technicality or the intention of the regulations.

### General Regulations

Students are not allowed to leave and re-enter the building at any time while a social event is in progress without the permission of the Student Council Advisor. Any student who leaves the activity prior to its conclusion shall be required to notify the Student Council Advisor of the time of his/her departure and the person with whom he/she is leaving. The person picking up the student must report to the event entrance door to meet the student. All building doors will be locked fifteen minutes after the start of the social event and will be locked until the end of the event. Students may not roam the building or school campus at any time prior, during, or after an event. Lavatories in the immediate area of the event are the only ones students are permitted to use. Smoking and the use of alcoholic beverages and drugs are prohibited at all times on school property. Chewing gum is prohibited at all times in the school building.

Conduct at activities must be respectful and must be in good taste. The Student Council Advisor and chaperones will monitor that all rules and regulations are followed and that all students exhibit proper social conduct appropriate for boys and girls of this age group. When necessary, the Student Council Advisor is empowered to remove a student from the activity area. If this occurs, the Student Council Advisor will notify the parent/guardian to pick up the student. If a student is removed from an activity due to improper conduct, the following disciplinary actions will be taken:

1. **1<sup>st</sup> Offense** – suspension from further school activities

2. **2<sup>nd</sup> Offense** – suspension from activities, school organizations, and teams

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The length of any disciplinary action will be determined by the severity of the offense and the student's overall disciplinary record. Other disciplinary issues such as detention and/or suspension may also result from misconduct at activities.

## **Class/Field Trips**

Periodically, students will be offered the opportunity to participate in class trips and field trips. Trips which are held during the school day are of an educational nature and relate to the curriculum of a specific class or classes. These trips help to improve the students' cultural and social skills. **Students are required to attend all curriculum-related trips.**

Trips which are purely of a fun and social nature will be held after school or on weekends.

Parents will receive written notification of all trips via bulletins sent home with students. Parents wishing to prohibit their son/daughter from participating in a specific trip must submit a written request, and explanation for the excusal, in writing to the building. Students who have engaged in repetitive discipline issues, are on PD, have demonstrated an inability to act in a mature and responsible manner, or have not met the requirements of the trip will be refused participation by the Principal. Non-participating students must attend school the day of the trip.

## **TRANSPORTATION**

Per District Policy 810, bus transportation is provided for the convenience of all students and their parents. Concentrating on traffic conditions while maintaining proper control of 40 or more students is a difficult task. For the safety of the students and all drivers, it is imperative that students conduct themselves properly while riding school district buses. Use of the bus is a privilege which may be revoked. Students are expected to behave in a mature and respectful manner while being transported on district buses.

### **Regulations**

The Schuylkill Valley Board of School Directors recognizes the need for clearly defined rules and regulations governing student bussing. It is the responsibility of the Superintendent of Schools to develop these guidelines, in conjunction with the Supervisor of Transportation.

It is expected that the students of the district shall conduct themselves in a quiet and orderly manner while riding the bus. The bus driver is legally responsible for the safe transportation of students. Therefore, students must:

1. ride on their regularly assigned school bus, unless permission is obtained from the district to ride another bus. A written bus pass will be issued by the office.
2. be at the assigned bus stop five minutes prior to the arrival time of the bus. The bus driver is not required to wait for late students.
3. wait for the bus in a safe place – away from the roadway. Students shall not play games on the street or highway while waiting for the bus.
4. respect the property rights of people who reside at or near the bus stop.
5. not tamper with the bus or any of its equipment.
6. not use profane and indecent language.
7. get on and off the bus in an orderly manner.
8. not crowd, push, or shove. These behaviors are not only unnecessary, but they are also dangerous.
9. never, under any circumstances, accept physical contact with the bus after departure.
10. treat the school bus driver with the utmost respect at all times. Students are expected to cooperate with, and follow, the instructions of their bus driver.
11. remain seated in their seat and face the front of the bus, except when boarding and unloading. Bus drivers will assign seats to students.
12. keep their heads, hands, arms, and feet inside the bus at all times. Failure to do so could result in serious injury.
13. not litter on the bus.
14. keep the aisles and doorways clear, except when entering and exiting the bus. Book bags, musical instruments, etc., are to be held on the student's lap or placed on the floor between the student's feet.
15. not throwing items in the bus or from the bus window.
16. refrain from eating or drinking on the school bus at any time.
17. refrain from screaming, yelling, fighting, or engaging in other disruptive behavior. Failure to do so will result in disciplinary action.
18. look both ways before crossing in front of the bus, staying back ten steps from the bus until the driver signals that it is safe to board or cross the street.
19. not try to retrieve items if he/she drops or forgets something in or around the bus. If this occurs, report it to the driver immediately.
20. be escorted to the bus stop by parents. Parents should also wait with them until the school bus arrives and meet them at the bus stop on the return trip. Doing so are important safety measures.
21. not bring or use the following items in any school vehicle: balls (except for team balls), spray bottles, live animals, Weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, lighters, fuel, etc.), matches, fireworks, firecrackers and smoke bombs, the use of cell phones as a music playing device is at the discretion of the bus driver.
22. adhere to the Schuylkill Valley policy addressing the use of alcohol and controlled substances.
23. refrain from making or receiving calls on a cell phone while riding the bus. Cell phones should be muted while in use on all district busses. If a student violates this policy, the phone will be confiscated and turned into the Assistant Principal.

It is not recommended students bring iPod's or portable game devices. However, if they choose to use these items on the bus, the equipment should NEVER disturb the driver or other students riding the bus. Any student using an item on the bus that becomes disruptive will be asked to put it away. Additional offenses will result in the item being confiscated and turned in to the Assistant Principal.

**SCHUYLKILL VALLEY SCHOOL DISTRICT AND ESHELMAN TRANSPORTATION COMPANY ARE NOT RESPONSIBLE FOR ANY ITEM THAT MAY BE LOST, STOLEN, OR DAMAGED AS WE DO NOT RECOMMEND BRINGING THE ITEMS ON THE BUS. THE STUDENT IS SOLELY RESPONSIBLE FOR ALL PERSONAL ITEMS.**

These regulations are listed for the purpose of clarifying student expectations. Any behavior that jeopardizes the safety of others will be addressed with appropriate and firm disciplinary action.

## **Bus Discipline**

Please refer to [District Policy 810](#)

A written bus misconduct report may result in any or all of the following consequences:

1. verbal warning and seat change
2. written warning (bus referral)
3. loss of the privilege to ride the bus for a period of one day or for the remainder of the school year based on the discretion of building administration and severity of the misconduct.

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

## **Bus Stops**

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

## **Appeals**

Decisions on individual student bus assignments will be made by the Supervisor of Transportation. Parents may appeal decisions in writing to the Superintendent. The Superintendent's decision will be final. No appeals will be heard by the Board of School Directors.

## **Large Objects**

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

## **Services**

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

1. Students will be assigned to a single permanent stop for morning and a stop for afternoon.
2. Approval for variations may include:
  - a. change of bus stop with no change to another bus if the bus will stop at an established stop with no alteration in the route.
  - b. change to another bus if the bus will stop at an established stop with no alteration in the route.

## **Requests for Change of Bus Route**

### **Route Requests**

Special transportation requests from parents or guardians must be submitted in writing to the school Principal a minimum of two school days prior to the effective date of the request. The school secretary or Principal will be responsible to inform the parent or guardian of the resolution of the request. School Principals, bus coordinators, and bus drivers will be informed of decisions made and any changes that have a direct effect on their responsibilities.

**Bus drivers have been instructed not to accept verbal or written requests.**

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## Emergency Requests

Emergency requests may be made by telephone to the school Principal or Supervisor of Transportation. Only truly emergency situations will be acknowledged such as:

1. medical emergency causing parent not to be at home to receive the student
2. aiding families with medical emergencies or a death in the family

## Priority of Responding to Requests

Emergency requests shall be responded to first. All other requests shall be responded to as they are received.

## Basis of Approving Requests

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

## Emergency Closing

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

1. Activate the Alert Now System.
2. Announcements will be made to the public media requesting their cooperation in conducting public service announcements.
3. Office personnel and employees under the direction of the Superintendent of Schools will attempt to contact families as to the change in operational procedures, if necessary. Priority will be given to families of children in grades K through 4.
4. All attempts will be made to customize transportation arrangements to ensure the safe return of students to homes, babysitters, or relatives given the bus/route change options contained in this policy.
5. 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.
6. If the situation warrants, the Superintendent is authorized to enact the Schuylkill Valley School District Emergency Plan and assume all powers necessary to ensure the safety of all students.

## NOTE TO PARENT/GUARDIAN:

### **Pennsylvania Crimes Code to provide for the unauthorized school bus entry.**

HB 80, under the bill, a person who enters a school bus without proper authorization with the intent to disrupt or interfere with the driver, and who refuses to leave the bus after being ordered to do so, commits a misdemeanor of the third degree. Each offense would be punishable by up to 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.

### **Student Driving, Parking, and Bicycle Privileges**

Per District Policy 223, Riding and parking a bicycle and driving and parking a motor vehicle on school property is a privilege extended by the school district to students and may be rescinded at any time. Students are expected to adhere to all state, local, and school regulations established for safe operation of vehicles.

Written parent permission must be provided before a student is allowed to ride a bicycle.

Consequences for violation of any vehicle regulation may include any or all of the following:

1. verbal reprimand/warning and written record
2. loss of privileges
3. parental conference
4. restitution, if applicable
5. Level One Infraction assignment of **1 disciplinary point**
6. detention
7. in-school suspension
8. out-of-school suspension
9. placement in the transitional education program
10. police referral
11. referral to the Superintendent of Schools and possible subsequent referral to the Board of School Directors to consider expulsion from the school district

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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.

**Draft 5.16.22**