



DISTRICT LEARNER HANDBOOK

MISSION STATEMENT

The Pequea Valley School District will strive to create an “Ideal Learning Environment” that inspires each learner to excel.

VISION STATEMENT

Pequea Valley School District, Where Each Learner Counts!

Pequea Valley High School
717-768-5500
Principal: John Trovato
Assistant Principal: Amy Koberstein

Pequea Valley Intermediate School
717-768-5535
Principal: John Trovato
Assistant Principal: Christy Collins

Paradise Elementary
717-768-5560
Principal: Rick Esche
Assistant to the Principal: Jody Bradley

Salisbury Elementary
717-442-8268
Principal: Sheri McGowan

PVHS/PVIS
REGULAR BELL SCHEDULE

	PVHS		PVIS
Pd 1	7:52-8:46	Pd 1	8:00-8:52
Pd 2	8:49-9:35	Pd 2	8:54-9:41
Pd 3	9:38- 10:24	Pd 3	9:43-10:30
Pd 4	10:27-11:13	Pd 4	10:32-11:19
FLEX	11:13-11:33	Lunch	LUNCH 8 th GRADE ARRIVAL 11:19 7 th GRADE ARRIVAL 11:39 8 th GRADE DISMISSAL 11:49 7 th GRADE DISMISSAL 12:09
5 Lunch	11:39-12:09 (Lunch A) 12:09-12:54 11:39-12:24 12:24-12:54 (Lunch B)	Pd 5	12:11-12:58
6	12:55-1:41	Pd 6	1:00-1:47
7	1:44-2:30	Pd 7	1:49- 2:40

Wednesday/Club/FLEX Schedule

	PVHS		PVIS
Pd 1	7:52-8:43	Pd 1	8:00-8:48
Pd 2	8:46-9:29	Pd 2	8:49-9:32
Pd 3	9:32-10:15	Pd 3	9:34-10:17
Pd 4	10:18-11:01	Pd 4	10:19-11:02
FLEX	11:01-11:43	LUNCH/CLUBS	Session 1 Lunch 11:04- 11:34 Session 1 Clubs 11:34- 12:24 Session 2 Lunch 11:54-12:24 Session 2 Clubs 11:04-11:54
5 Lunch	11:43-12:13 (Lunch A) 12:16-12:59 11:46-12:29 12:29-12:59 (Lunch B)	Pd 5	12:26- 1:09
6	1:02-1:45	Pd 6	1:11- 1:55
7	1:48-2:30	Pd 7	1:57-2:40

**SALISBURY ELEMENTARY AND PARADISE ELEMENTARY
DAY SCHEDULE**

Elementary learners enter the school building from buses each morning at **8:50 a.m.** and are dismissed to buses at **3:35 p.m.** Learners who eat breakfast at school enter the building at **8:40 a.m.** Learners who are dropped off will be permitted to enter the building at **8:45 a.m.** Parent pick-up time for Salisbury learners is **3:30 p.m.**

Early dismissals are scheduled throughout the school year. Please refer to the school calendar for exact dates and dismissal times.

If there is a two-hour weather delay on a scheduled early dismissal day, learners will remain in school until regular dismissal time.

The Pequea Valley elementary schools follow a 5-day cycle. In this system days are numbered 1 through 5, rather than Monday through Friday. If a day is missed for vacations or weather, the next scheduled numbered day is picked up the day we return.

LATE START/EARLY DISMISSAL

On occasion, a late start or early dismissal may occur due to weather conditions. A modified schedule is used when the school day is affected by such changes.

EARLY DISMISSAL/SCHOOL CLOSING

In the event of weather-related early dismissal, the secondary learners will be dismissed before the elementary learners. When weather conditions require closing school for the day, announcements of such cancellation will be made as soon as possible by 6:30 A.M., via Blackboard Connect calls, over area radio and on television stations. Please do not call the school, for this may delay calls to personnel involved in making announcements of cancellation.

BLACKBOARD CONNECT

The district utilizes the Blackboard Connect Communication Service to make learners and staff aware of school delays and cancellations due to inclement weather. A call will be made to your primary phone number by 6:30 A.M. in the event of a school closing or delay. Please be advised that the message starts as soon as the phone picks up, so some voicemails may receive partial messages. If you missed the message, please call (717) 768-5698.

A test message will go out in mid-September in order to ensure inclusion on the Blackboard Connect list. Please make sure the most updated phone numbers are on your child's emergency information in Sapphire.

Stations carrying school delays and closing information include: TV Channels 8 and 27, and on-line at www.wgal.com, or the PVSD website at www.pequeavalley.org.

General school policy is to cancel any after-school or evening function if school has been dismissed early or cancelled. This will apply to all PTO/PTC events as well.

ATTENDANCE REGULATIONS

ABSENCES

1. Following an absence, the learner should present a signed parent note **within 5 school days** that clearly indicates the following:
 - a. The date(s) of his/her absence.
 - b. The reason(s) for his/her absence.
 - c. A parent/guardian signature.

EXCUSED ABSENCES

Absence from school may be excused if it is due to any of the following:

1. Illness, injury
2. Court appointments
3. Medical appointments
4. Death in immediate family
5. Exceptionally urgent emergencies approved by the administration
6. Extraordinary circumstances involving military service or college entrance requirements (prior administrative approval required)
7. Educational trips which have received PRIOR APPROVAL - at least one day in advance
8. Sent home by nurse.
9. Quarantine
10. 4 -H or FFA event – Prior administrative approval required
11. Musical event in conjunction with a veteran's organization
12. Religious holiday observed by a bona fide religious group, upon prior written request

Learners seeking to be excused from school for purposes of educational travel must complete the *Preplanned Educational Trip Form* that is available in the office and on the PV website. This form must be completed and submitted prior to the scheduled absence. The educational value of the trip must be readily apparent. A maximum of (10) ten total days per year, including both excused absences and educational trips, may be excused. These days may be used consecutively or scattered over a longer period of time. Educational trips include, but are not limited to: family vacation, religious activities, and other educational experiences. Learners visiting colleges must complete paperwork prior to their visit and hand in a note from the admission office of the college upon return. However, neglecting to request prior approval will cause the absence to be coded as unexcused.

UNEXCUSED ABSENCES

Learners, who fail to submit a parent excuse or who have not been absent for the appropriate reasons noted above, will receive an unexcused absence. Here are some examples of unexcused absences: car trouble, hair appointments, driver's tests, child care, job interviews (unless scheduled by the school), missing the bus, oversleeping, etc.

The following is a summary of **parent notification procedures** related to learner absence.

1. After accruing three (3) unexcused absences, a notification letter is sent to the parent/guardian. A school and family conference will be set up with parents. School Attendance Improvement Conference are between the learner, parent, administration, social worker and/or school counselor to discuss absences and create a plan.
2. Upon the sixth (6th) unexcused absence, a referral will be made to the District Justice.
3. Every subsequent unexcused absence will result in further truancy referrals.
4. After 7th total absences, including both excused and unexcused, parents will receive a letter to notify parents/guardians of the absences.
5. Upon the 10th total absence, including both excused and unexcused, the parent/guardian will be notified that a medical note may be needed for each additional day to be excused.

EXCESSIVE ABSENCES

It is possible for a learner's attendance record to contain too many excused absences. Even if the learner's absences are excused, the total number of days missed can become excessive and action must be taken to address the issue. If a learner is challenged by extensive illness, injury, or special circumstances that cause excessive absence from school, the office should be made aware of the problem as soon as possible. For example, if your child has to be hospitalized for an extended period of time, the school should know this as soon as possible. Steps can be taken to provide for a learner's educational program that accommodates the learner's special circumstances. When learners accumulate absences without appropriate communication and authorization, administration will communicate via automatically generated form letters. In order to assist families with a record of learners' absences, the school sends out standard form letters at the following approximate intervals:

7 total days (excused and unexcused) - A letter of concern to the parent/guardian.

10 total days (excused and unexcused) - At this time, any further absences must be accompanied by an excuse from a physician and the parent/guardian will be required to attend a meeting with the building administrator in order for the child to have their absence(s) recorded as excused.

3 unexcused days – A letter of notification to the parent/guardian. Parent/guardian will be invited to a School Attendance Improvement Plan meeting.

If a learner continues to accumulate absences after the building level team has conducted a SAIP conference, administration can involve the district level attendance team which may include the Superintendent in the next steps to support the learner and family.

(Seniors)

Seniors must attend 90% of the school days to be eligible for participation in the commencement ceremony. Seniors who accumulate more than 18 days of absence (excused and unexcused) will be required to meet with district administration to review eligibility for participation in the commencement exercises.

EARLY EXCUSALS

Whenever possible, appointments involving learners are to be scheduled to occur after the conclusion of the school day. On rare occasions learners may need to leave school before the close of the scheduled school day. If a court appearance, doctor, or dental appointment is essential during school, the school office must be notified. For such a request to be given approval, it is requested that a signed parent note be presented at the main office on or before the morning of the day that the excusal is to occur. The learner should then bring documentation from the doctor/dentist office following the appointment. Learners are only excused for the amount of time needed for the appointment, plus direct travel time to and from the office. The administration reserves the right to request written verification that excused appointments were actually kept and that the learner returned within the allotted time frame.

SIGN OUT POLICY

It is the responsibility of all learners and/or parents to sign in and out of the office when arriving late to school or leaving early from school. Learners may only leave school with parental permission and school approval. A parent note is required whenever a learner is arriving late or leaving early from school. Once a learner arrives at school, **only the school nurse or an administrator** can excuse that learner from school.

PVHS and PVIS TARDY ARRIVALS

It is the responsibility of all learners to be on time to school. If a learner takes the school bus he/she will be recorded as being on time to school even if the bus is delayed in getting to school on time. Other learners arriving late to school should report to the office with a parent note explaining the reason for the learner's

tardiness. **Learners driving or being driven to school are not entitled to an excused tardy due to traffic conditions or problems related to their vehicles, passengers or road conditions.**

Learners who arrive late to school will be recorded as tardy. Any learner arriving late to school must have a signed parent note that indicates a legitimate tardy has occurred. Illegitimate reasons for tardiness to school will not be accepted as valid, even if the parent has signed the note.

Tardy Discipline (Grades 7-11)

- 1-4 Tardies Warning by office staff
- 5 Tardies Administrative warning and parental contact
- 5-10 Tardies 2 lunch detentions per tardy
- 11+ Tardies Progressive Discipline: After school detention, 30 days social probation/no extra-curricular, ISS, parent notification

PVIS learners who arrive to school after 9:00 will receive a ½ day absence (excused/unexcused).

Tardy Discipline (Seniors)

- 1-4 tardies Warning by office staff
- 5 tardies Administrative warning and parental contact
- 6+ tardies Progressive discipline (ineligible for make-up work including tests and assessments, social probation, possible exclusion from commencement ceremony)

K-6 TARDY ARRIVALS

It is the responsibility of all learners to be on time to school. If a learner takes the school bus he/she will be recorded as being on time to school even if the bus is delayed in getting to school on time. Learners arriving late to school must report to the office with a parent to be signed in to school. A note explaining the reason for the learner’s tardiness should be submitted to the office. Learners being driven to school are not entitled to an excused tardy due to traffic conditions, or problems related to their vehicle, passengers, or road conditions.

Learners who arrive late to school, but report to the office BEFORE 10:30 A.M. will be recorded as tardy. Learners, who arrive in the office after 10:30 A.M. will be given a half day of either excused or unexcused absence. Any learner arriving late to school must have a signed parent note that indicates a legitimate tardy has occurred. Illegitimate reasons for tardiness to school will not be accepted as valid, even if the parent has signed the note.

RELEASE OF CUSTODY OF LEARNERS

In situations involving child guardianship the district makes it a practice to honor the guardian of record. For security purposes, we require that learners leaving before the close of the school day follow specific procedures. Parents or guardians seeking an early release of their child before the end of the regularly scheduled school day must report to the office and be properly identified before leaving the office with their child. The learner/parent must then properly sign out by providing the requested information in the office log that relates to his/her early release from school. Any learner who returns to school on the same day that he/she has signed out of school needs to report to the office upon his/her return to school.

CUSTODY AGREEMENT

If a family has a custody order for the child’s protection, a copy of the court-ordered custody agreement must be kept on file in the school office. It is important that the school be informed of any changes during the school year, which occurs in the custody agreement.

MCKINNEY VENTO ACT (Policy #251)

Definition of Homelessness

A family or student is considered homeless under the McKinney-Vento definition if they are in any of these places or situations:

- Public or private shelters
- Public or private places not designated for, or ordinarily used as, regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter
- Living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances
- Children of migrant families who lack adequate housing
- Children abandoned in hospitals or awaiting foster care. Youth awaiting foster care placement include those who are placed in: emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers; or placements for the sole purpose of evaluation. On a case-by-case basis, through coordination between the school and all involved agencies, it can be determined if the youth is “awaiting foster care placement.”

School District Homeless Liaison

Per the federal law, every school district must assign a person (a liaison) to ensure that students experiencing homelessness are identified, enrolled and able to succeed in school. The liaison is responsible for identification of McKinney-Vento eligible students and supporting the needs of these students. The liaison also acts as a resource to school staff to inform, facilitate and support appropriate services.

If you have any questions please contact your building administration, your school counselor or Cathy Koenig, Homeless Liaison at 717-768-5577.

CODE OF LEARNER CONDUCT

It is the responsibility of both parent/guardian and learner to understand the information in the Code of Conduct.

The Code of Learner Conduct applies to all learners and has been developed so that learners and parents/guardians are aware of the expectations for learner behavior. The code divides the infractions into four (4) levels, given examples of each type and set forth various disciplinary options. The code also includes a minimum penalty for certain offenses. The Code is based on Pennsylvania’s regulations and Guidelines of Student Rights and Responsibilities.

Building Level Regulations:

Each building in the district may have supplemented the Code of Learner Conduct with additional rules and regulations which are necessary for the operation of their specific building. All of these rules become part of the disciplinary procedures.

Communication of Infractions with Code of Conduct:

The staff member working with the learner on the infraction of the code of conduct will notify the parent/guardian with phone call or email after working with the learner and creating the plan with disciplinary actions.

Hearing/Due Process:

In all cases, communication with the home is essential. Furthermore, certain disciplinary situations entitle learners to a due process hearing – either informal or formal.

Informal hearings are extended to learners and parents/guardians for suspensions that may extend beyond three days. Informal hearing are opportunities to meet with administration and review the circumstances of the behavioral incident. Parents/guardians can waive this hearing but are encouraged to meet.

Formal hearings are held before the School Board or Committee of the School Board and are used typically in cases of expulsion. Parents/guardians are notified of the time, place, and purpose of the hearing. They have the right to counsel and/or witness if they choose. Unless requested by parents/guardians to be public, these hearing are private. Expulsion proceedings can also be reached with the Superintendent using an expulsion waiver. The school board must approve any agreement reached through the expulsion waiver process.

Discipline Options:

Facilitator Level Discipline: Facilitators will handle discipline in their classroom, when possible, before involving the administration. This could include warnings, seat changes, parent contacts, conferences, teacher held detentions, and classroom management strategies.

Administrative Discipline:**SOCIAL PROBATION:**

Learners are ineligible to participate in any extra-curricular activities that are associated with Pequea Valley School District which are outside of the normal school day. Social probation lasts a minimum of 1 week (7 days).

COMMUNITY SERVICE:

Learners will receive community service when administration deems this a consistent consequence to the infraction. Learners and parents/guardians will be notified of the amount of time, location, and duration of service.

REMOVAL of PRIVILEGES:

School privileges may be withdrawn when a learner violates the learner code of conduct. They may include extracurricular activities, clubs, social events, hallways privileges, cafeteria privileges, etc.

SAP REFERRAL:

Certain infractions can have a learner participate in mandatory SAP referral recommendations.

STUDENT SUPPORT TEAM PLAN:

A plan may be created by the Student Support Team (K-8) to support the learner with behavioral interventions if infractions are continual.

DETENTIONS:

Learners may be required to complete a reflection paper about the infraction during detention. Detentions could be served during lunch /recess or during times of the day that administration deem warranted. In some cases, the learner will be given an AM or PM detention assigned by administration.

After school detentions are held from **2:35 - 3:35 p.m. (High School) 2:40 – 4:00 p.m. (Intermediate School) and 3:45-4:45 p.m. (Elementary)**. Before school detentions are held from **7:00-7:55 a.m. (Secondary) and 8:00-9:00 a.m. (Elementary)**.

If a learner is absent on the day his/her detention is assigned, it will be rescheduled. When a detention is reassigned, the learner must serve his/her detention specified.

SUSPENSION:

Depending on the type and severity of disciplinary infraction, learners may be assigned suspension. There are two levels of suspension.

- **In-school suspension (ISS)**

Learners who are assigned in-school suspension are to report to school that day. Learners will be able to purchase a lunch from the cafeteria or bring their own lunch. While serving in-school suspension, learners are isolated from the rest of the learner body and may not attend or participate in any school-related activities, sports, or programs after the normal school day. This restrictive time period will last from the issuance of the suspension until the learner returns to the normal school day. The use of personal cell phones is prohibited during in-school suspension. Learners who bring a cell phone to school on the day of suspension will be required to keep the cell phone in the office. A failure to complete assignments could result in the learner being reassigned for additional days. Assignments could be assigned to learners with the purpose of teaching skills to prevent further misconduct as a restorative approach of correcting the behaviors.

- **Out-of-school suspension (OSS)**

Learners who are assigned out-of-school suspension do not report to school. They may not participate or report to any school-related activities, sports, or programs after the normal school day during that calendar day. This restrictive time period will last from the issuance of the suspension until the learner returns to the normal school day. All assignments must be completed during the OSS time frame and turned in by the specified date given. If there is a need for clarification or assistance, please reach out prior to returning.

EXPULSION:

In cases of severe or repeated disciplinary infractions, the administration may refer a learner to the Superintendent. The Superintendent may refer a learner to the School Board for expulsion. All expulsions require a formal hearing, unless the family waives that hearing after meeting with the Superintendent. After an individual is expelled, the individual is not permitted to attend any school related activities on district property or elsewhere.

Understanding the Code of Learner Conduct:

- All infractions have been classified under one of four levels. The levels progress from minor to major infractions.
- Level 1 offenses are handled directly by staff members; however, the facilitators may choose to refer to administration.
- Administration reserves the right to assign the level of an infraction depending on the seriousness/frequency of the offense.
- The example of the infractions are not comprehensive, but provides examples for administration, staff and learners.
- The disciplinary options are options that can be used; final discretion of the level of disciplinary action is at the discretion of building and district level administration.

LEVEL 1

Level 1 Infractions	Examples of Infractions:	Required Action:	Disciplinary Options:
<p>These infractions impede the learning environments of others in the classroom or operation of the school environment. These misbehaviors will be dealt with by the staff member who observes the infractions</p>	<ul style="list-style-type: none"> • Late to Class • Disruption to the Learning Environment • Cheating/ Lying • Willful Disobedience • Insubordination • Failure to Complete Assignments • Not prepared for Class • Inappropriate language (not directed at an individual) • Cafeteria Misconduct • Dress Code Violation • Being Unkind to Others • Cell Phone Violation • Recess Misconduct • Hallway Misconduct • Food/Drink/Candy/Gum 	<ul style="list-style-type: none"> • Staff member meets with learner • Plan is created with required disciplinary actions • Parents/Guardians may be notified. 	<ul style="list-style-type: none"> • Behavioral Contract • Verbal Warning • Conference • Parent Contact • Apology to Learner/Staff • Clean Up Area • Reduction of Grade for Cheating • Lunch Detention • Teacher Detention • Referral to Administration or School Counselor

LEVEL 2

Level 2 Infractions	Examples of Infractions:	Required Action:	Disciplinary Options:
<p>These infractions through frequency or seriousness disrupt the education setting, but does not directly affect the health and safety of others. These misbehaviors require the intervention of school counselor and/or school administration because Level I interventions did not end the misbehavior.</p>	<ul style="list-style-type: none"> • Late to School • Failure to attend a detention • Cheating/Plagiarism • Cutting Class • Inappropriate language directed at individuals • Inappropriate Dress • Forging of notes/excuses • Bus Misconduct • Insubordination • Cafeteria misconduct • Dress Code Violation • Inappropriate Use of Electronic Device • Technology Violation • Public Display of Affection • Physical/Verbal Aggression 	<ul style="list-style-type: none"> • Administrator meets with learner. • Plan is created with required disciplinary actions. • Parents/Guardians may be notified. 	<ul style="list-style-type: none"> • Any level 1 options that have not been used • Administrative detention • Hall Pass Restriction • Suspension from Class • Community/School Service • Referral to SAP/ Student Support Team • Suspension of Bus Privilege • Loss of Privileges in School • Suspension • Social Probation

LEVEL 3

Level 1 Infractions	Examples of Infractions:	Required Action:	Disciplinary Options:
<p>These infractions are against persons or property which may not seriously endanger the health or safety of the individual or others in the school. These infractions could be considered criminal and may be referred to law enforcement.</p>	<ul style="list-style-type: none"> • Continuation of Multiple Level I or Level II Infractions. • Fighting • Use or Under the Influence or Possession of Drugs, Alcohol, Unauthorized Substance or Look-a-Like Drugs • Vandalism or Destruction of Property • Verbal or Physical Threats to an Individual • Theft • Use or Possession of E-Cigarette or Tobacco • Harassment/Hazing • Assault • Bullying/Cyber-Bullying 	<ul style="list-style-type: none"> • Administrator meets with learner. • Plan is created with required disciplinary actions. • Parents/Guardians are notified. 	<ul style="list-style-type: none"> • Any level 1 or 2 options that have not been used or administration think are applicable • Suspension • Referral to Law Enforcement • Alternative Learning Environment • Restitution of property or damages

LEVEL 4

Level 4 Infractions	Examples of Infractions:	Required Action:	Disciplinary Options:
<p>These infractions are against persons or property which pose a direct threat to the health or safety of others in the school. These infractions are so serious that they require administration intervention, school board referral and referral to law enforcement. All other disciplinary actions have failed to correct the situations.</p>	<ul style="list-style-type: none"> • Continual Level I, II, or III Infractions. • Distribution of Alcohol, Drugs, Drug Paraphernalia, Unauthorized Substances and Look-a-Like Drugs. • Use or Possession of a Weapon • Use or Possession of Firework or Incendiary Device • Bomb Threat or False Alarm • Extortion • Assault/Battery • Arson • Other Infractions Deemed a Level 4 Infraction by Administration 	<ul style="list-style-type: none"> • Administrator meets with learner. • Administration meets with parent/guardian and learner. • Plan is created with required disciplinary actions. • Parents/Guardians are notified in writing. 	<ul style="list-style-type: none"> • Suspension • Mandatory Completion of Student Assistant Program or Student Support Team Plan • Alternative Learning Environment • School Board Review • Expulsion

Definition of Infractions:

- **Arson:** Starts a fire or causes an explosion, or aids, counsels, pays or agrees to pay another to cause a fire or explosion.
- **Assault:** A physical attack upon another person with no physical retaliation from the attacked person.
- **Assault/Battery:** The attempt to intentionally or knowingly cause bodily injury to another person.
- **Being Unkind to Others:** Acting in way that the learner is not sympathetic or inconsiderate to peers or staff.
- **Bomb Threat or False Alarm:** Responsible for the calling in, pulling the alarm or false reporting of a fire or bomb threat toward the school or any school event.
- **Bullying/Cyber-Bullying:** Means an intentional electronic, written, verbal, or physical act or series of acts directed at another learner or group of learners, which occurs in a school setting or where the behavior directly impacts the school setting, that is severe, persistent or pervasive, and has the effect of doing any of the following: 1. Substantial interference with a learner's education 2. Creation of a threatening environment 3. Substantial disruption of the orderly operation of the school.
- **Bus Misconduct:** Violation of rules and expectation on the bus which could cause a safety concern.
- **Cafeteria Misconduct:** Violation of rules and expectations in the cafeteria.
- **Cell Phone Violation:** Learners are only permitted to use cell phones under the direction of a facilitator or administrator. Classroom use is only permitted at the facilitator's discretion. Learners should not assume it is their right or privilege to use their personal devices, including cell phones, during the school day. Use of a cell phone includes, but is not limited to, communicating with others using the cell phone, texting, taking pictures, video recording, audio recording, or accessing or attempting to access the Internet.
- **Cutting Class:** Not attending the designated class or leaving with-out permission the learner's designated class period.
- **Disruption to the Learning Environment:** The interruption of classwork, the creation of disorder, or the invasion of the rights of a learner group or group of learners.
- **Distribution of Alcohol, Drugs, Drug Paraphernalia, Unauthorized Substances and Look-a-Like Drugs:** Means to deliver, pass, sell, share, or give to another person, or to assist in the distribution of any alcohol, drug, or mood-altering substance.
- **Dress Code Violation /Inappropriate Dress:** Learner wears clothing that is not within the dress code guidelines defined by the school.
- **Extortion:** Attempting to gain money, property, or something of value by threatening another with personal or reputational harm
- **Failure to Attend a Detention:** Not attending detentions assigned by facilitators and/or administrators.
- **Failure to Complete Assignments:** Inability to complete projects or assignments assigned in the designated timeframe.
- **Fighting:** Mutual exchange of punching and/or pushing of learners.
- **Food/Drink/Candy/Gum :** Having food, drink, candy, or gum in areas where it is not appropriate to have and without permission of staff members.
- **Forging of Notes/Excuses:** Falsely making or changing a written paper or signing someone else's name.
- **Hallway Misconduct:** Violation of rules and expectations in the hallway.
- **Harassment:** Shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:
1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.
- **Hazing:** Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a learner or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any school organization.

- **Inappropriate Language Directed at Individuals:** Making comments or using words that are not within the bounds or socially acceptable for the school setting that are directed at another learner or staff member.
- **Inappropriate Language Not Directed at an Individual:** Making comments or using words that are not within the bounds or socially acceptable for the school setting.
- **Inappropriate Use of Electronic Device:** Unauthorized use of electronic devices includes, but is not limited to, the following: 1. Possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device. 2. Transmitting school materials for unethical purposes such as cheating.
- **Insubordination:** Refusal to comply with school or classroom rules
- **Late to Class:** Learner will be in their designated classroom prior to bell or start of class.
- **Late to School:** The learner arrives at school after the designated start time of the school day.
- **Lying/Cheating:** Making a false or misleading statement or providing false or misleading information with knowledge of its falsity or misleading character or with careless disregard as to its truth or accuracy.
- **Not Prepared for Class:** Learner does not have needed materials to be able to participate in assignments, discussion, or activities.
- **Physical Aggression:** Behavior causing or threatening physical harm toward others such as hitting, kicking, biting, etc.
- **Plagiarism/Cheating:** Unauthorized use of information, materials, devices, sources or practices in completing academic activities.
- **Public Display of Affection:** Physical expressions of affection (hugging, kissing) are not permitted at school, on the school bus or at any school activity.
- **Recess Misconduct:** Violation of rules and expectations at recess.
- **Technology Violation:** Any unauthorized use of technology for non-instructional purposes.
- **Theft:** The unlawful acquisition of property or materials from another person or of the school district.
- **Use or Possession of a Weapon:** Possessing, concealing, carrying, storing, or using weapons or dangerous instruments. A weapon is defined as anything readily capable of harmful and/or lethal use. This includes any firearm, knife, dagger, razor, other cutting or stabbing implement, or club.
- **Use or Possession of E-Cigarette or Tobacco:** To possess smoking paraphernalia or any tobacco product, including smokeless tobacco and/or electronic cigarettes. Learners are prohibited from using any tobacco product on school grounds, buses, and at any school event.
- **Use or Possession of Firework or Incendiary Device:** Possessing, concealing, carrying, storing, or using fireworks or incendiary device while on the school premises, on the way to or from school, in a school-operated or private vehicle, and while attending school sponsored activities on or off school premises.
- **Use or Under the Influence or Possession of Drugs or Alcohol, Unauthorized Substance or Look-a-Like drugs:** Involves keeping/holding without attempt to distribute any alcohol, drug, or mood-altering substance.
- **Vandalism or Destruction of Property:** Damaging or destroying school property or equipment.
- **Verbal Aggression:** Any language (verbal or nonverbal) directed at someone in a threatening or harmful manner.
- **Verbal or Physical Threats to an Individual:** A comment or written communication that is viewed as intimidating in nature or any physical act that is viewed as aggressive will be viewed as a threat to either staff or learners.
- **Willful Disobedience:** Deliberate choice to disobey even after the learner has been reminded and given a chance to correct the behavior.

WEAPONS POLICY (Policy #218)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of learners and staff and is prohibited by law. Weapons shall include but are not limited to a knife, cutting instrument, switchblade, chains, razor, and or any other tool, instrument or implement capable of inflicting serious bodily injury. The school board shall expel for a period of not less than one year any learner who violates this weapon policy.

UNAUTHORIZED ITEMS, OBJECTS, AND EQUIPMENT

Learners are encouraged to appropriately utilize technology that enhances their academic work and educational experience. This includes using item(s) or equipment that a teacher or administrator asks/permits a learner to bring to school for a specific school related purpose or particular activity. However, learners are not to bring this type of item(s) to school when there is not a specific purpose related to a class assignment. Learners who violate this directive are subject to disciplinary consequences that may include the confiscation of the item. If a learner brings a device to school, **the learner and his/her parent/guardian should understand that the school would accept no responsibility for recovery, investigation, theft, damage, or loss related to the electronic device.**

Learners who bring items of this nature to school can expect to have the items confiscated by a school official. If a school official requests that a learner surrender an item to the official, the learner is required to comply with that request. Failure to immediately do so will be viewed as an act of willful disobedience.

CELL PHONE RULES

Learners are not permitted to use cell phones during instructional time or any other prohibited times. Any learner wishing to make a phone call should do so from the phone in the main office. Cell phones being used during instructional time will be confiscated and turned into administration.

- First and Second Offenses-Confiscated (phone returned to learner at the end of the day)
- Third Offense-Confiscated and notification of parent, learner will serve a detention.
- Fourth Offense-Confiscated and notification of parent to pick up the phone and have a mandatory parent meeting, learner will serve a detention.
- Fifth Offense-Confiscated and notification of parent to pick up the phone and have a mandatory parent meeting to create a plan for future success.

Cell Phone Rules (PARADISE and SALISBURY) At the elementary level our rule is that cell phones must remain turned off in backpack and may not be carried around with the learner during the school day.

VIDEO and PHOTOGRAPHS

Learners and guests are not authorized to take photographs, video or audio during the school day without administrative approval.

CARE OF SCHOOL PROPERTY

Those who deface school building/district property (including laptops and any other other technology devices) in any way must be responsible for it. Payment for all damage to property is strictly enforced. Learners are also charged for custodial time to restore the building to its original condition before the vandalism. The unauthorized use, abuse, or vandalism of the school building or grounds may result in suspension, expulsion, or arrest. Learners may not be in the building or on school grounds except for organized activities. Learners are required to follow all rules and expectations from the acceptable use policy. When damages occur, learners will be responsible for the cost of replacement and/or repairs as outlined in the laptop insurance on Family ID.

TOBACCO USE And VAPING PRODUCTS POLICY (Policy # 222)

Pequea Valley School District property is TOBACCO –FREE. Pequea Valley School District prohibits the use and/or possession of tobacco products by learners/adults in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district. The school district may initiate prosecution of an individual who possesses or uses tobacco/vaping products in violation of this policy.

The Board recognizes that tobacco and vaping products present a health and safety hazard that have serious consequences for users, nonusers and the school environment. The purpose of the policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

CONTROLLED SUBSTANCES/ PARAPHERNALIA (Policy # 227)

The Pequea Valley School recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the school shall strive to prevent abuse of a controlled substance.

For purpose of this policy, controlled substance shall include all of the following:

- Controlled substances prohibited by federal and state law
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Any volatile solvent or inhalant, such as but not limited to glue or aerosol products
- Prescription or patent drugs, except for those for which permission for use in school have been granted.

The Board prohibits learners from using, processing, distributing, and being under the influence of any controlled substance during the school hours, at any time while on school property, at school-sponsored activities, and during the time spent traveling to and from school or school-sponsored activities.

LEAVING THE SCHOOL BUILDING OR SCHOOL GROUNDS

Learners who wish to leave school grounds during the school day need both school and parental permission to do so. Even after such permission is granted, the learner(s) must report to the office and sign out. Learners who are excused and return later that day must report to the main office and sign in. Parents or guardians may pick up and drop off learners at the main office.

Learners who have a late start or early release due to an approved MCL schedule are permitted to arrive late and leave before the traditional school day ends, but must sign in/out in the office.

SCHOOL DRESS

Pequea Valley School District expects that all learners will dress in a way that is appropriate for the school day or for any school-sponsored event. **The primary responsibility for a learner's attire resides with the learner and their parent(s) or guardian(s).** The school district is responsible for seeing that learner attire does not interfere with the health or safety of any learner, and does not disrupt the learning environment.

1. Certain body parts must be covered for all learners at all times.

Clothes must be worn in a way such that all parts of the body from the upper chest to below the buttocks must be covered with opaque (non-transparent) fabric while standing or sitting. All items listed in the categories below must meet this basic principle.

2. Learners May Wear, as long as these items do not violate Section 1 above:

- Religious and cultural headwear

3. Learners May Not Wear:

- Hats, visors, sunglasses.
- Violent language or images.

- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography or pornographic symbols/logos.
- Images or language that create a hostile environment towards any individual.
- Any clothing that reveals visible undergarments, or areas meant to be covered by undergarments.
- Accessories that could be considered dangerous or could be used as a weapon.
- Bullet proof vest, body armor, tactical gear, or lookalikes.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

In areas of school dress, the interpretation of this dress code and final decision will rest with the administration.

Please note for Elementary: Learners are expected to participate in daily recess periods and should be appropriately dressed for the weather. With the exception of rainy days or extremely cold days, all children will have an outdoor recess. Additionally, for safety reasons, flip flops and open back shoes can be dangerous when worn during recess. Please take this into consideration when dressing for school.

LEARNER AFFECTION

Public display of affection (examples include kissing, hugging, etc.) in school or at school related activities is not appropriate and is not acceptable conduct. This will result in disciplinary action.

ACADEMICS

LEARNER ACADEMIC RESPONSIBILITIES

Learners are required to be actively engaged in appropriate classroom activities when class is in session. These responsibilities include, but are not necessarily limited to the following:

- All learners should report to class on time and have any and all materials at hand that the facilitator has requested. These materials include, but are not necessarily limited to, appropriate writing implements, laptops/iPads, textbook(s), writing paper, and properly completed homework.
- Learners are required to pay attention and to cooperate with the classroom facilitator.
- A learner may not refuse to do an assignment because it is not to the learner's liking. If a learner believes that an assignment is unreasonable, the learner/parent should discuss the matter in private with his/her facilitator. If the learner still believes the assignment to be unwarranted, the learner/parent should make an appointment to meet with a school administrator.
- Each learner is responsible for the content and quality of all work assigned, completed, presented and/or submitted. Any word, image, or nonsensical writing that occurs on a piece of work that is submitted to a facilitator is subject to the facilitator's judgment. As the facilitator considers the submitted work in relation to the assignment, the facilitator may choose to do any of the following that he or she believes applicable:
 - Lower the learner's grade on the assignment and/or require the work to be fully corrected and re-submitted.
 - Give the learner a grade of "zero" for the assignment.
 - Assign the learner a facilitator directed disciplinary consequence.
 - Refer the matter to the administration.

In addition to the above, any written or oral assignment that contains racist, sexually suggestive, threatening, or vulgar particulars may be given a grade of "zero." The facilitator may also refer the learner to the office for disciplinary consideration. If a learner/parent has any question about the appropriateness of such material, the learner should consult with the facilitator **before** his/her work, or any portion thereof, is submitted or presented.

ACADEMIC DISHONESTY

Anyone cheating on any examination, classroom activity, writing or assignment may receive a failing grade on that assignment. Anyone plagiarizing a paper, project, or portion thereof, is subject to the receipt of a failing grade of 0 “zero”, and risks failing the entire course in which a major paper or project is a course requirement. Plagiarism is a form of stealing. It is the passing off of another’s ideas or writings as one’s own.

Learners who participate, in any way, in the verbal, written or digital distribution of assignments will receive a “zero” for the assignment. Academic dishonesty, in any form, will not be tolerated.

EDUCATIONAL MATERIALS

Learners are held responsible for the loss of, or damage to any assigned or borrowed materials. When the materials are lost, learners must pay for them in the office. If the materials are later recovered, the money will be refunded to the learner. If educational material is found, it should be turned in at the office. The learner must pay for materials damaged beyond reasonable wear.

MAKE-UP WORK

It is the responsibility of the learner and/or parent/guardian to contact the learner’s school counselor/facilitator in order to make up assignments due to an extended absence from school. Learners may receive a zero for work not completed. At the end of the fourth marking period, seniors must have all work made up five days before the date of graduation.

When a learner is absent, the learner is responsible to make up all class work and homework. Learners who receive an excused absence (including educational field trips) have one school day per day of absence to make up the missed work, up to 5 days absent. Absences that exceed five consecutive days in length are classified as extended absences. In this case, a learner is permitted up to two weeks to make up his/her work. The learner is then entitled to receive a grade that in no way penalizes or limits the learner because of his/her excused absence. Efforts should be made to make-up the work prior to any educational trips. Learners 17 and older, may not be eligible to make-up work if the absences are unexcused.

ADAPTIVE PHYSICAL EDUCATION

Learners who are unable to be scheduled into a regular physical education class are assigned to adaptive physical education classes. Consultation between the instructor, the school nurse, and the learner’s physician is used to determine which exercises and activities are best for the learner’s individual needs.

SCHEDULE INFORMATION (PVHS ONLY)

Learners are given the opportunity to select their schedules for the coming school year. Schedule changes are rarely made once the school year has begun. Schedule changes may be granted through the summer by contacting the counseling office. Learners have five days at the start of each semester to request a schedule change.

When a learner submits his/her initial schedule requests, every effort will be made to schedule the courses that the learner has requested. However, whenever it is deemed necessary; the administration reserves the right to schedule a learner in courses other than those the learner has requested.

If a learner finds it necessary to drop a course after the first five days of the semester, he/she will receive a grade of “F” for the course. The principal has the responsibility to evaluate extenuating circumstances if a learner feels that he/she should not receive a failing grade. The principal’s decision will be final.

REPORT CARDS

Secondary learners are issued report cards 4 times per year (approximately every 9 weeks). Elementary learners are issued report cards 3 times per year (approximately every 12 weeks). When a grade of incomplete is given,

the learner has a maximum of two weeks (10 school days) to submit required work. If the learner does not adequately meet the standards for satisfactory completion of work within the required time frame, the grade of incomplete becomes a failing mark. At the end of the final marking period seniors must have all work made up five days before the date of graduation.

GRADES (PVHS ONLY)

1. The grading system is as follows:

A+ 98-100, 4.3	A 92-97, 4.0	A- 90-91, 3.7
B+ 88-89, 3.3	B 82-87, 3.0	B- 80-81, 2.7
C+ 78-79, 2.3	C 72-77, 2.0	C- 70-71, 1.7
D+ 68-69, 1.3	D 62-67, 1.0	D- 60-61, 0.7
F 59 & Below, 0		

2. A learner should be enrolled three weeks within one marking period in order to receive a grade.
3. If a learner fails a course that is necessary to meet graduation requirements, then he/she must attend summer school to make up that course in a credit recovery program, or repeat the course at PVHS, which may prevent a learner from graduating with his/her class. Learners seeking credit for course work taken outside of the Pequea Valley School District must have such credit approved by the P.V.S.D.
4. If a learner finds it necessary to drop a course after 2 weeks, he/she will receive a grade of "F." The principal's decision is final.
5. Learners in grades 9 & 10 are required to carry a full schedule each semester.
6. The principal has the authority to establish procedures for determining grades when learners are enrolled in other schools and transfer into Pequea Valley High School.
7. When a learner is absent for extended periods of time because of illness, he/she will be allowed a maximum of 2 (two) weeks to make up missed work, assignments, tests, etc.
8. Learners must satisfactorily present the e-portfolio in order to participate in graduation exercises and/or graduate from Pequea Valley High School.
9. Learners must pass a minimum two marking periods to receive credit for the course.

WEIGHTED GRADES (PVHS ONLY)

A weighted grade system is in place for AP and Dual Enrollment courses. The weighted grade system uses the following point scale.

A+ = 5.3	A = 5.0	A- = 4.7
B+ = 4.3	B = 4.0	B- = 3.7
C+ = 3.3	C = 3.0	C- = 2.7

LEARNING LAB (Grades 7-12 ONLY)

Learning lab is academic support which is offered after school. Please call your building office for the schedule. Learning lab will run from 2:45 to 4:45. Learners must have their own transportation or can ride the late bus at 5pm.

HONOR ROLL REQUIREMENTS (PVHS ONLY)

Honor Points: Grade A (4) B (3) C (2) D (1) F (0)

First Honor Roll Requirement: A letter grade average of "A" // A minimum grade point average of 3.5

Second Honor Roll Requirements: A letter grade average of "B" // A minimum grade point average of 3.0

NOTE: Learner must maintain a minimum of C- in all courses to obtain Honor Roll status.

GRADUATION REQUIREMENTS (PVHS ONLY)

Certain minimum requirements for graduation have been established by the school in conjunction with requirements established by the Department of Education. The following requirements must be completed before a Pequea Valley High School diploma may be issued.

Grade	Grad Year	Minimum credits needed for graduation	Minimum credits needed for promotion			
			10 th	11 th	12 th	Graduation
9	2027	24	3	10	17	24
10	2026	24	3	10	17	24
11	2025	24	3	10	17	24
12	2024	24	3	10	17	24

Core Courses:

4 credits of English
 4 credits of Math
 3 credits of Science
 3 credits of Social Studies
 1 credit of STEM

Other Required Courses:

1 credit of Health
 1.5 credits of PE
 Personal Finance (.5 credit)

E-Portfolio Presentation

Learners who fail a major core course or a sufficient number of elective credits will be required to remediate these credits through an approved summer school or credit recovery program. Learners and/or their parents may contact the counseling office for more details and to ensure approval for each course. Learners planning to attend the Lancaster County Career and Technology Center during their senior year must meet all requirements to be promoted to senior status.

GRADUATION STANDARDS (PVHS ONLY)

- Grade placement of all learners at Pequea Valley High School is determined by transcript or past performance.
- No learner is considered to be in the twelfth grade until he/she is able to plan a schedule that will meet all requirements for graduation.
- All learner obligations must be fulfilled prior to graduation.
- All required subjects failed must be passed at an approved summer school.
- Learners who do not complete the Pequea Valley School District graduation requirements will not receive a school district diploma until the requirements are completed. This must take place either in summer school or during a subsequent school year. Learners not meeting the school district’s graduation requirements will not be permitted to participate in the commencement program.
- Learners who withdraw from PVHS and later earn a G.E.D. may desire a PVHS diploma. Learners seeking a PVHS diploma must submit a request in writing to the Superintendent of Schools. The Board of Education will consider the merits of each request.

ACADEMIC HONORS (PVHS ONLY)

Pequea Valley High School will recognize students’ academic achievements at graduation using the collegiate terms: cum laude (GPA 3.35-3.64), magna cum laude (GPA 3.65-3.94) and summa cum laude (GPA 3.95-4.3). A valedictorian and salutatorian will not be named.

PVHS will recognize the “Best of the Class.” The top 15% of learners in the class will be chosen based on academic achievement using the overall GPA. All students who wish to be considered for Best of the Class, class rank, National Honor Society and similar awards and programs must be enrolled in PVHS for grades 10, 11, 12.

Grades 7 - 8 ACADEMIC INFORMATION

Learners in 7th and 8th grades are issued report cards four (4) times (each nine weeks) during the year. This report card is to be taken home to parents. Your grades will be calculated by averaging the work you have done during the marking period. The average is compared to our grading scale to produce the letter grade you receive on your report card. The grading scale is as follows:

A+	98-100	D+	68-69
A	92-97	D	62-67
A-	90-91	D-	60-61
B+	88-89	F	59 & Below
B	82-87	I	Incomplete
B-	80-81	M	Medical Excuse
C+	78-79	P	Pass
C	72-77		
C-	70-71		

Incompletes are given when learners have had a legitimate reason for not completing an assignment on time. Learners who receive an "I" (incomplete) must submit work within four (4) weeks from the end of the marking period or the incomplete will convert to a failure.

Learners may not be eligible for academic promotion if he/she fails two core classes or one core class and two elective classes and may be required to participate in summer school for course recovery.

PARADISE and SALISBURY ACADEMIC INFORMATION (K-6)

Learners are issued report cards three times per year. The grading system is as follows:

- Developing (DP) – Demonstrating growth towards proficiency on grade level standard
- Meeting (MP) – Demonstrating proficiency on grade level standard
- Exceeding (EP)– Demonstrating growth that exceeds the grade level standard proficiency

SCHOOL COUNSELING OFFICE

RELEASE OF INFORMATION TO THE MILITARY (PVHS ONLY)

We are required by law (Act 10 of 1991 and the National Defense Authorization Act of 2002) to release the names and addresses of juniors and seniors to the military. If you do not wish to have your name and address released to the military, it is your responsibility to give written notification to the guidance office during the month of May prior to your senior year.

BULLYING/ CYBERBULLYING (Policy #249)

The Board is committed to providing a safe, positive learning environment for district learners. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learner learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district learners.

LEARNER ASSISTANCE PROGRAMS

HEART TEAM (SECONDARY) LEARNER SUPPORT TEAM (ELEMENTARY)

Pequea Valley School District cares about the physical and mental well-being of our learners. Through a confidential process of identification, intervention, and referral, learners receive a professional assessment, and recommendations for treatment if needed. Referrals should be directed to the school counselor.

TRANSFERS AND WITHDRAWALS

A learner who plans to move to another school district or withdraw from school should notify the office at least one week in advance. Transfer card, health records, and other school records of the learner's work will be forwarded to the school, upon receipt of request for records from other school district. A **COPY** of records can be given to a parent upon their request. A withdrawal form will be given to learner/parent on the last day of attendance and will need to be completed.

COLLEGE ADMISSION (PVHS ONLY)

Each fall an evening meeting is held for learners and parents concerning admission to college. Counselors meet individually and in small groups with learners to discuss their post high school plans. Please contact your counselor if you would like help choosing a vocation or post-secondary institution. It is the learner's responsibility to complete the application and meet all deadlines imposed by the college or university.

CHILD ABUSE REPORTING (Policy #806)

Under the Child Protective Services Law ("CPSL"), school district employees who regularly have contact with children as part of their job duties are required to report all cases of suspected child abuse. CPSL's definition of "child abuse" that must be reported to authorities is not limited to sexual abuse alone, but also includes non-accidental serious physical or mental injuries, serious physical neglect, sexual abuse or an act creating an imminent risk of serious physical injury, sexual abuse, or sexual exploitation.

SCHOOL HEALTH SERVICES

SCHOOL HEALTH SERVICES OVERVIEW

Each school in the district has a certified school nurse or a nurse's assistant, with the certified school nurse overseeing all aspects of health services. Health services include annual growth assessments and vision screening of all learners; hearing screening of learners in grades 1, 2, 3, 7, and 11, and those with special needs. Skilled nursing care is provided as needed. School health records are maintained with adherence to all Pennsylvania Department of Health requirements. One of these requirements is a physical examination for all learners in kindergarten or grade 1 (depending upon original entrance date), and in grades 6 and 11. The school nurse provides the examination form. The learner's primary health provider should perform these exams. The school physicians are available to perform this exam if requested by the parent/guardian and written permission is given. Dental exams are required in grades K or 1, 3, and 7. Calcium Carbonate, Ibuprofen, Acetaminophen, Tussin, Chloraseptic Spray, Benadryl, and Epinephrine will be administered to learners if written parental permission is on file in the nurse's office and the learner's condition warrants the medication. Any other medication that the parent/guardian requests that the learner has during the school day must be accompanied by a primary care provider's order. This includes over the counter medications, prescription medications and any type of supplement. Medication permission forms are available at the nurse's office, the main office, or PV website. Please refer to the Medications section of the handbook.

If the nurse decides that a learner should be sent home because of illness or injury, the school nurse, or school district employee designated by the principal, will contact the parent/guardian or alternate responsible person listed on the emergency card.

Emergency procedure cards must be updated whenever there is a change in a learner's address or contact phone number(s). Learners and their parents are encouraged to report changes to this information to the main office as soon as any change in personal address or contact information occurs.

The Pennsylvania Department of Health has set requirements for learners. The school nurse will inform the parent/guardian when an exam, immunization, or other care is due. The parent/guardian's cooperation in complying with these requirements is greatly appreciated.

It is a Pennsylvania Department of Health requirement that the school must have in writing a list of the learner's

immunizations prior to a learner starting school. **THESE IMMUNIZATIONS MUST BE CURRENT OR THE LEARNER MAY NOT START SCHOOL.** Therefore, it is imperative that the school nurse be provided with a copy of the learner's immunization record prior to beginning school in the Pequea Valley School District.

The school nurse is available if assistance is needed in obtaining medical or dental care for a learner. Parent/guardian(s) are encouraged to set up an appointment with the certified school nurse if your child has special medical conditions. Call the main office to schedule.

ILLNESS

Any learner becoming ill while in school shall secure permission from the classroom facilitator to visit the nurse. The nurse will dispense medication as needed and will keep a complete record of the illness. If a learner is too ill to remain in school, the nurse will contact the learner's home, and arrangements will be made to have the learner picked up. A learner who leaves school without authorization from the nurse will receive an unexcused absence.

ACCIDENTS

All accidents and injuries, regardless of the seriousness, which occur during the school day or during a school sponsored activity, must be reported to the office. Facilitators must file a report even though insurance benefits are not being claimed. The School District is not responsible for accidents that occur due to day-to-day operation of the school. The district recommends that parents purchase the learner accident insurance. The school nurse is not responsible to treat injuries that have occurred outside the school setting. These injuries should be examined and treated prior to the learner coming to school.

RETURN TO SCHOOL AFTER ILLNESS

The following guidelines are provided to help you determine if your learner is ready to: Your child must be fever free for the past 24 hours without the use of fever-reducing medications such as Tylenol. A fever is defined as a temperature $\geq 100^{\circ}$ F. Your child should not be vomiting or have diarrhea within the past 24 hours, and be able to eat and drink without reoccurrence of vomiting or diarrhea. When an antibiotic is prescribed for a bacterial illness, your child must complete a minimum of 24 hours of treatment for bacterial illnesses before returning to school. Please make sure your child's appetite and activity level have returned close to normal. If your child was sent home with a rash, they may return when the rash is resolved, with a doctor's note stating they are not contagious, or approval from the school nurse.

USE OF MEDICATIONS (Policy #210)

Administration of medication shall be in accordance with state law and Board policy. Before any medication from home, prescribed or over-the-counter (OTC), may be administered to or by any learner during school hours, the Board shall require:

- *The written request from the parent-guardian, giving permission for administration of medication during school hours.*
- *A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.*
- *The written order from the prescribing physician, that states: Name of learner, name of medication, prescribed dose, route of administration, time medication is to be taken, length of time medication is prescribed, diagnosis or reason medication is needed (unless confidential), possible side effects of medication or special considerations, name and signature of licensed prescriber.*

All medications, whether prescription or non-prescription, must be received in the original container in which they were dispensed. The label must include the date, learner name, medication name, dosage, time, and route of administration. Medications received in containers other than the above stated will not be accepted in or dispensed from the health suite or office by the school nurse or his/her designee.

Every medication must be brought to school by a parent/guardian and brought to the health suite or office immediately on entry to the building.

Medications are not to be kept in back packs, desks, etc., or any other location of the school other than the health room. The exception to this is where learners are permitted to carry their inhalers, bee sting kits, and anaphylactic kits with them. In such cases, the learner must demonstrate responsible behavior in the care and use of the medication and the capability and the skill for self-administration. A learner shall immediately notify the school nurse (or his/her designee) following each use.

It is the parent/guardian's responsibility to inform the school of any medication changes that may impact a learner's school performance. A written order of the prescribing physician must accompany any change in medication. A request for long-term medication administration at school must be updated each new school year.

Medication not prescribed by a licensed physician should not be sent to school with the learner. Learners, who are caught in possession of medication or other controlled substances, prescribed or otherwise, will be considered in violation of this Board policy and Board policy 227 and will be subject to disciplinary actions, which may include suspension from school or expulsion. It is specifically understood and acknowledged that district employees shall not be held liable for actions in administering or failing to administer any medication.

Unused medication shall be picked up from the school by the parent/guardian at the end of the prescribed period or at the end of the school year, whichever is earlier. Any medication not picked up will be disposed of by the district. Unused medication will not be returned directly to learners. The exception to this will be eye drops, approved self-carry inhalers and epi-pens, which may be sent home with the learner.

LEARNER ACCIDENT INSURANCE

Accident insurance is available to learners. The policy is rather broad and inclusive, covering injuries sustained at school sponsored and teacher supervised activities. All insurance is on a voluntary basis unless learners participate in interscholastic athletics or extra-curricular activities. This policy does not cover accidents sustained during a ski trip or motorcycle accidents. Some insurance plans offered by the school's provider may offer even greater levels of coverage.

EXTRA-CURRICULAR PERSONAL CONDUCT

Athletic and/or extracurricular participants are often in the public eye, and, hence their personal conduct must always be above reproach. They have an obligation to project at all times a positive image of themselves and the Pequea Valley community they represent. Failure to do so can lead to immediate dismissal from athletics and/or extracurricular activities. A coach/advisor has the authority to levy additional consequences within his/her own program.

HAZING (POLICY #247)

The Board promotes development of behavior in our learners that demonstrates high morality, integrity, and ethics. Athletics and other extracurricular activities should occur in a safe and positive environment for learners. The Board opposes any form of initiation or harassment, known as hazing, as a part of **any school-sponsored activity**. The Board directs that no employee, coach, volunteer, or learner shall plan, direct, encourage, assist, or engage in any hazing activity. Doing so will subject that individual to appropriate disciplinary action.

The Board expects learners who have been subjected to hazing to promptly report such incidents to the building principal. All complaints of hazing shall be investigated promptly and thoroughly.

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health and safety of a learner for the purpose of initiation, membership in, or affiliation with any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be forced activity, even if a learner willingly participates.

Endangering the mental health includes any activity that subjects an individual to extreme mental stress, such as prolonged sleep deprivations, 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 learner.

Endangering the physical health includes any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food/alcoholic beverage/drug/controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the learner.

The School District will not tolerate or condone any type of team or individual hazing or initiation where mental stress, embarrassment or physical harm may take place.

First Offense: On a first offense, the learner will be suspended from the athletic program and/or extracurricular program for 30 calendar days along with a mandatory HEART Team referral for assessment and intervention. The HEART team will refer the learner to a professional trained to assess mental health problems and to make a recommendation for treatment. **All recommended treatments as a result of the HEART team referral must be adhered to at which time the learner may, after 14 calendar days with a positive referral and at the discretion of the administrator return to eligibility. Depending on the severity of the hazing incident, the administrator may choose to enforce the full 30-day suspension.**

Second Offense: A second offense will result in suspension from all athletic and/or extracurricular activities for one (1) calendar year.

GRIEVANCE PROCEDURE

No learner shall be suspended from athletics and/or extracurricular activities until it is verified that the learner violated the Code of Conduct. Any learner suspended under the Code of Conduct may seek an informal hearing or file an appeal, in writing as specified in item #5 below. Administration will reply to parents within 24 hours. The following procedures apply to reports of alleged violations of the Code of Conduct:

1. Coaches and advisors shall immediately report alleged violations of the Code of Conduct to the Principal or Assistant Principal.
2. The Principal or Assistant Principal shall investigate reported or suspected violations of the Code of Conduct to determine their credibility. **The administration is concerned that the information is credible, not necessarily the witness.**
3. If a report is credible, the Principal or Assistant Principal shall offer an informal hearing to explain the information to the learner, allow the learner to respond and ultimately decide whether or not the learner should be suspended from athletics and/or extracurricular activities.
4. If the Principal or Assistant Principal finds the learner violated the Code of Conduct, the learner's parent/guardians shall be given notice to inform them that the learner has been suspended from athletics and/or extracurricular activity and that the decision may be appealed. Notice of the suspension shall be provided to the athletic director, when appropriate, and the applicable coach or advisor.
5. If the parents appeal the matter, it shall be heard by the building administrator, the athletic director, when appropriate, and one coach/advisor not involved in the learner's activity. The learner's suspension shall continue during an appeal. The appeal board shall review the initial determination to decide if it was based upon verified information.

6. Any appeal board recommendation shall be subject to the final approval of the building principal.

For purposes of the Code of Conduct, “verified information” means the accuracy of information is confirmed by any of the following methods: (1) self-admitted involvement by the learner; (2) witnessed learner involvement by an advisor, coach, sponsor, school district employee or other credible witness; (3) parent/guardian acknowledgment of their child’s involvement; (4) an official police report given to the school; or (5) notification of a conviction, delinquency findings or other admission of wrongdoing before a court.

EXTRACURRICULAR CODE OF CONDUCT

The following Code of Conduct applies to all in-season athletes and extracurricular participants. Participation in any extracurricular activity or sport is a privilege, not a right. This Code of Conduct applies to athletics and all other extracurricular activities at Pequea Valley. Learners should be aware of the rules and penalties, which govern the extracurricular program, and be willing to abide by these rules and to encourage others to do likewise.

1. A learner must abide by the rules of the coach or advisor of each individual sport or activity.
2. A learner must be in attendance no later than 15 minutes after the start of his/her first academic commitment the day of practice/rehearsal or game performance in order to participate that day. Any exception to this rule must have prior approval of the administration.
3. Unexcused absences and/or excessive tardies from school may carry the penalty of suspension, as determined by the administration.
4. All learners involved in extracurricular activities must meet academic standards. Grades are checked weekly and at the end of each marking period. Learners are given a one-week grace period to improve a single failing grade. Learners who continue to fail the same class for more than one week and/or learners who are failing more than one class at a time will not be eligible for the following week. If a learner fails a class at the end of the marking period, he/she is not eligible to participate for 10 school days.
5. Learners must return any parts of a uniform or piece of equipment when requested to do so. Failure to do so will result in the learner paying the cost of replacement to be eligible to participate in any future athletic team or activity.
6. A learner ejected from a contest by an official is subject to disciplinary action, usually prohibiting the learner from participating in the next contest.
7. Possession, distribution, use or abuse of drugs (including steroids), related paraphernalia, alcohol or nicotine in any form, or attendance at any activity that is non-school sponsored where alcohol or drugs are being used illegally is prohibited. Violation is determined either by observation by a school employee or police citation. The following procedure will be followed if this rule is violated:
 - a. 1st Offense: Should a learner violate this rule, he/she will be removed from the team or activity for up to two weeks and referred to the HEART Team. The recommendation of the HEART Team must be followed. If the learner accepts the HEART Team’s recommendation, he/she may remain with the team and practice, but will be denied the opportunity for interscholastic competition for the two-week period. In a non-athletic activity, the learner may remain a member of the organization or activity and attend meetings, but will not be able to attend competitions, go on field trips or perform in any public appearance of the group or activity for the two-week period. If the learner is an officer, he/she may be removed from office by the advisor and/or the principal/assistant principal. If the recommendations are not followed, the learner will be declared ineligible for up to one calendar year in all extracurricular activities beginning on the date, which the administration determines the violation occurred. Administration will determine the length of the extracurricular suspension

based on the severity of the offense. Shall the suspension from extracurricular participation be longer than the remaining season, the suspension must be completed before participation in other extracurricular activities may take place.

b. 2nd Offense: The learner will be ineligible to participate in any extracurricular activity for up to one calendar year beginning on the date that the administration determines the violation occurred. Administration will determine the length of the extracurricular suspension based on the severity of the offense.

8. Learners violating the Pequea Valley School District drug and alcohol administrative guidelines at school or at a school-sponsored activity will be subject both to the disciplinary consequences stated in those guidelines and the extracurricular Code of Conduct.

9. Any infraction of a criminal law by a learner will result in a review by the head coach/advisor, athletic director (if an athletic team is involved), and the building principal where the learner is enrolled. Possible suspension/dismissal will be based upon review of the nature of the violation and be consistent with the district discipline guidelines.

10. A learner involved in any extracurricular activity that uses alcohol or other drugs may report his or her use to the HEART Team. Confidentiality is maintained unless it is viewed as life threatening or potentially harmful to others. Learners are encouraged to recognize their problems and seek help through the HEART Team, but cannot use this option to circumvent this policy. Shall the suspension from extracurricular participation be longer than the remaining extracurricular season, the suspension must be completed before participation in other extracurricular activities may take place.

ACTIVITIES

ACTIVITIES OVERVIEW

Pequea Valley offers a variety of activities. Learners are encouraged to participate in these activities to enrich their experience.

REGULATIONS FOR SCHOOL ACTIVITIES (PVHS/PVIS)

1. A learner may participate in as many activities he/she chooses as long as academic and behavioral standards are maintained.
2. Each club shall develop its own constitution and bylaws with the principal's prior approval.
3. Any learner who is not in attendance for the entire day may not participate in the extracurricular activities that day.

AFTER SCHOOL AND EVENING ACTIVITIES (PVHS/PVIS)

At the close of the regular school day, learners are welcome to remain for events that take place immediately after school, or return to the school for appropriate activities or events that occur in the late afternoon or evening. After 3 P.M., learners are not permitted to be on the school grounds or enter the building without proper school authorization and appropriate adult supervision.

There are special guidelines in place for learners and their guests who choose to attend an after school or evening event associated with Pequea Valley School District. Learners, who enter the school or an area where an activity is taking place, are encouraged to remain at the event until its conclusion. Once a learner leaves the school building, school grounds, or primary activity area, he/she may not return that evening to the school or activity. This also applies to dances, sporting events, and/or other activities that are sponsored by the school, but do not actually take place on PV property. A learner will be denied readmission to school activities or events if he/she has left the building, grounds, or primary area where the event is taking place.

FITNESS CENTER

The fitness center is available for learners grades 7-12 from 3:00-5:00 Monday-Thursday. Learners who stay after school to use the fitness center are required to be participating in a fitness plan that has been prescribed by an athletic coach or the district's strength and conditioning coach.

SCHOOL DANCES (PVHS)

All school dances are closed dances. Learners who wish to bring a guest to a high school dance must complete the **Guest Application Form**. This form must be properly completed and submitted to the office prior to the scheduled date of the school dance. Please keep in mind that completion of this form does not constitute automatic permission for the guest to attend the dance. It is the responsibility of the learner making the request to contact the high school office to confirm that the guest has been approved to attend the dance. Guests who are 21 years or older, on school suspension from another school, or have been expelled from school will not be admitted. School dance regulations are posted on the website.

SPECIAL EVENTS

1. The plans for all special activities and social events must be cleared through the administration. Faculty members and the committee in charge must have approval through the administration before the activity is scheduled.
2. All events must be chaperoned by at least three faculty members or PTO/PTC members for elementary.
3. Learners must leave school grounds at the completion of the event.

COMPUTER AND INTERNET

LEARNER NETWORK/INTERNET SAFETY POLICY

Introduction

We are pleased to offer learners of the Pequea Valley School District the one-to-one program, which provides learners with access to the district computer network resources and the Internet. To use these resources, all learners must register with Family ID, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. A copy of Board policy regarding learner access to networked information resources and this document are available on the Pequea Valley School District web site, www.pequeavalley.org.

Laptops/iPads

The technology devices provided to the students at Pequea Valley School District are costly pieces of equipment that require learners to follow usage guidelines and to use caution when handling them. All learners are assigned a device. Learners in grades K-4 receive an iPad, charger and case; learners in grades 5-12 receive a MacBook Air, charger, and bag. It is the learner's responsibility to care for the device and its accessories and to ensure the device is placed in a safe and secure environment when not in use. Learners must take care of their school-issued laptop bag and/or iPad case.

The technology fee is highly recommended but is not mandatory. The annual technology fee covers the district's cost of repairing and/or replacing damaged equipment. Technical and maintenance support for district-issued devices will be provided, as well as loaner devices when needed. **The first incident is covered by the technology fee (no matter what tier it falls in), unless it is damaged due to negligence or vandalism.** If the following items are lost or damaged, you are responsible to replace it for the respective fee: bag or case \$25.00; MacBook charger \$60.00; iPad charging brick \$19; iPad lightning cable \$19.00. **Accessories (case, bag, and chargers) are NOT covered by the technology fee.**

***If you choose not to purchase coverage and the device or its accessories are damaged or lost, the parent/guardian is financially responsible for 100% of all repair or replacement costs.**

General Network Use

The network is provided for learners to conduct research, complete assignments, and communicate with others. Access to network services is given to learners who agree to act in a considerate and responsible manner. Learners are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network administrators may review files and communications for any reason, including maintaining system integrity and insuring that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

Internet

Access to the Internet will enable learners to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, learners may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits of Internet access far exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Pequea Valley School District supports and respects each family's right to decide whether or not to apply for access.

Photo and Video Publishing

Parents, your daughter or son's work may be considered for publication on the school's website, publications, video productions, or television. Such publishing requires parent/guardian permission.

Unidentified photos of learners may be published on school websites, illustrating learner projects, activities, and achievements. If you do not want your child's photo to be published on the website, please indicate this on the Permission Form. If this form is not returned, we will take it to mean you give your permission. Any questions may be directed to the District Office at 717-768-5530.

SURVEILLANCE

Video surveillance is used in all district buildings and exterior campus property. Additionally, all school buses and district owned vehicles are equipped with both audio and visual surveillance systems.

FREE AND REDUCED-PRICE LUNCH

To receive free or reduced-price meals, learners must qualify under the income eligibility guidelines. Learners and parents must complete an application. Applications are available to all learners online, www.schoolcafe.com. Free and reduced applications are available on the PV website or at each building.

POINT of SALE:

Learners have their own account numbers in our own POS ("point of sale") system. Money for breakfast, lunch, or snacks is deposited in their personal account. Deposits may be made online. Instructions for creating an account are on the PV food service website or by going to www.myschoolbucks.com. POS account status may also be found on the My School Bucks website. -You may also send cash or check, made payable to "PVSD," weekly or monthly to cover your child's meals/snacks. For security, enclose the money or check in a sealed envelope marked with your child's name and the name of their homeroom teacher. At the elementary level, homeroom teachers will collect these and send to the cafeteria daily.

In the event that a learner does not have funds to pay for a meal the district permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the district's food service

program, the district has established procedures for student payment of school meals (see school board policy 808.1).

TRANSPORTATION

School ID Cards

Pequea Valley School District requires all learners to carry with them a school identification (ID) card. The bus identification card helps to ensure the correct bus stop location. It also tracks when and where a learner enters or exits the bus, which is pertinent information in case of an emergency.

A learner will receive a school ID and a lanyard at the beginning of each year from their school or upon enrollment.

If a learner loses his/her school ID card, a replacement card must be purchased for a cost of \$5.00.

Learners who do not have their card will be permitted on the bus. Repeat offenders for this procedure will receive a bus referral, which will be given to school administration.

School ID cards will also be utilized for learners to access funds through our POS system to purchase a school lunch.

School ID cards will be collected the last week of school.

School Bus

All learners who board the bus are required to swipe a PVSD school ID. Learners who ride the buses provided by the Pequea Valley School District must accept the responsibility to conduct themselves in a proper manner extending every courtesy and consideration to the driver and other learners at all times. Learners, who, violate any of the items listed below, may be asked to find their own transportation to and from school.

Learners using the Late Bus must present the driver with a completed Late Bus Pass and signed by an authorized School District employee or be on an extra-curricular list given to the driver by the school.

Learner Conduct

The school bus is an extension of the school itself. Transportation in a district vehicle is a privilege, granted to learners by board policy. Learners shall be responsible for their behavior on the school bus. Misbehavior can result in the bus driver being distracted and such distraction could endanger the lives of all learners being transported. Therefore, inappropriate behavior shall be reported, and disciplinary action shall be taken. Parents are requested to explain the importance of proper behavior on the bus to their child(ren). They also are expected to support disciplinary actions that are necessary to help their child change any inappropriate behavior.

The primary responsibility of the bus driver is to transport learners safely. While transporting learners, the bus driver also has the responsibility of maintaining discipline on the bus. The driver shall follow approved procedures for dealing with inappropriate behavior by learners riding the bus.

Bus Rules

- Obey the bus driver's instructions immediately and respectfully.
- No eating, drinking, or gum chewing are permitted on the bus. Water to be permitted.
- Remain seated in your assigned seat and keep feet, arms, and all objects clear of the aisle at all times.
- Keep voices at a conversational level.
- Animals, large musical instruments, large projects, skateboards, glass containers, etc. are not permitted on the bus.

- Bus windows shall be opened only with the driver's permission, and learners shall keep all body parts and objects inside the vehicle at all times.
- Smoking materials and all tobacco products are prohibited on school buses.
- Inappropriate or foul language will not be tolerated.
- Learners shall respect the property, rights, and safety of others.
- Bullying will NOT be tolerated
- Perfume, cologne, hand sanitizer, or scents of any kind are not permitted to be used on the bus.
- A signed "bus pass" must be shown to the bus driver in order for a learner to change buses, or get on/off at a different stop.
- The District/Contractor discourages learners from bringing personal items of value on the bus and will not be responsible for their loss or damage.
- Absolutely no picture taking, video, audio recording or disruptions. ONLY the District/Contractor reserves the right to record on school property or on school vehicles. However, if learners choose to bring electronic devices, they must be use with headsets set at a volume that only the person wearing them can hear. Drivers may suspend this privilege at their discretion.
- Both driver and learners will be held accountable for their actions.

Bus Stop Rules

- Learners should arrive at their bus stop 10 minutes prior to the designated stop time. It is the responsibility of the parent and the learner for the learner to arrive at the bus stop on time.
- The bus stop is an extension of school property; therefore, smoking is prohibited.
- Learners living on the opposite side of the roadway from where the bus discharges shall cross 10 feet in front of the bus to be visible to the driver. They should wait until the bus comes to a complete stop, the red lights are activated, and all traffic has stopped before crossing.
- Learners are to board and exit from their assigned bus only at their assigned stop.
- Pre-kindergarten, kindergarten, and first grade learners will not be let off the bus unless an adult or sibling in fourth grade or higher is present.

LEARNER DRIVING PRIVILEGES (PVHS)

Learners must park in the stadium parking lot. Learners parked on school property may be searched when learner safety is a concern.

POLICY STATEMENT CIVIL RIGHTS

The programs and activities of the Pequea Valley School District are operated in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All vocational and academic opportunities and extracurricular activities are offered without regard to race, color, national origin, sex, or disability. Numerical limits are not placed on the number of persons admitted to vocational or academic education programs based on race, color, national origin, sex, or disability. Counseling materials and activities are free from discrimination on the basis of race, color, national origin, sex, or disability. Learner program selections, career and employment selections, and promotion and recruitment efforts are free from discrimination on the basis of race, color, national origin, sex, or disability. Work study, cooperative education, job placement and apprenticeship training opportunities are available to all learners without regard to race, color, national origin, sex, or disability.

LOST AND FOUND

Items not claimed will be donated to charitable organizations or discarded.

CHANGE OF ADDRESS

Whenever a learner has a change of address, telephone number, etc., the school office where your learner attends should be notified immediately. All information in the learner's community portal account should be kept up-to-date.

WORK PERMITS

Learners and a parent/guardian should request an application at the main office of the high school or at the district office. Once the application is completed, the work permits should be shown, but not given, to the employer for verification. Work permits can be issued at age 14 and can be used for any job that a learner has until they turn 18.

Note: Please see the application for work permit (4565) for employment hours.

TELEPHONE

Learners who need to make a phone call during the course of the normal school day are required to report to the office. Learners will be permitted to call a parent or guardian from the office upon request during non-instructional time. Parents or guardians who need to speak to their child should call the office and request assistance. Learners, except in cases of emergency, will not be called out of class to take a phone call.

DISTRIBUTION OF WRITTEN MATERIAL

Any learner or adult who wishes to distribute or post any written information or images needs to receive authorization from a school administrator to do so. This includes all forms of written or pictorial information including web site addresses, concert announcements, etc. The administration reserves the right to deny such permission for distribution if the material is not in keeping with the school's character education standards or interferes with educational programs or instruction.

VISITORS

For the purpose of security and safety, it is required that anyone entering the school who is not a PVSD employee or learner, must report to the office and secure a pass. Parents/learners who wish to visit the school during school hours should request permission prior to the day of the visit through administration.

LEARNER SUPERVISION REQUIREMENTS

All learners need to be under the direct supervision of a school official whenever they are on school property. In some cases, a school official will coordinate such supervision with a parent or chaperone, but this must be done with the approval of an administrator. This applies to all learners and persons, at all times during the calendar year. After dismissal, learners, parents, and guests should also remember the importance of reporting to the school office before entering the school's hallways, classrooms, or going to a learner's locker.

EMERGENCY DRILLS

Periodic emergency drills are a required safety procedure for public schools in Pennsylvania. Warning alarms are located in the hallways to provide a warning in case of an emergency. During emergency drills the alarms sound and display a light pattern that is identical to what one would experience in a true emergency. Emergency drills are to be taken seriously to protect the safety and security of all involved.

COMMON AREAS

Hall Pass (PVHS/PVIS)

Learners are not permitted in the halls or in any other area of the school without a SMART pass at any time, except when passing to classes or other scheduled activities. Learners must have an issued SMART pass whenever they are not in their assigned areas.

Lockers (PVHS/PVIS).

Each learner may request a locker. It is highly recommended that the learners use their locker upon entering school as well as throughout the school day. A \$5 fee will be charged if the lock is not returned at the end of the school year. **Learners may go to lockers before school starts in the morning, prior to lunch, between classes, and at dismissal time.** Learners should be aware:

1. The locker belongs to the school and may be searched at any time. The administration reserves the right to inspect or search a locker or lockers at any time during the school year.
2. The person to whom a locker is assigned is fully responsible for the care, upkeep, and contents of that locker. If you find something in or on your locker that is inappropriate, report it to the office immediately. When a learner leaves his/her locker, that locker should be properly locked. Learners are not permitted to share locker combinations with other learners.
3. Learners should never have posters, decals, or other items in/on their locker that is not appropriate for school use. Under no conditions should learners deface a locker, or use adhesives or decals that are difficult to remove.
4. Learners are not permitted to share an assigned locker with another learner.
5. Learners are not permitted to attach/post anything to the outside of a learner locker without proper authorization from a school official.
6. Learners are not permitted to use their own lock on a locker. Only school locks are permitted for use with school lockers.
7. Learners are issued a lock for their regular locker. For their gym lockers, learners are given the opportunity to buy a lock and will use this lock for their 7th – 12th grade years.