

Saucon Valley School District Academic and Personnel Committee

July 27, 2022 – 5 pm

District Office Conference Room

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta, Shamim Pakzad

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*
- IV. **Motion to Approve Agenda**
- V. **Approval of Minutes** – April 27, 2022
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
- VII. **Discussion and Action**
 1. Summer School Update
 2. Building Level Student Handbooks
 3. Policies -
 - Policy 610 – Purchases Subject to Bid/Quotation
 - Policy 611 – Purchases Budgeted
 - Policy 810 – Transportation
 - Policy 810AR – Student Conduct on Buses and School Vehicles
 - Policy 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers
 - Policy 810.2 – Transportation Video/Audio Recording
 - Policy 810.3 – School Vehicle Drivers
 4. Personnel Update

VIII. New Business

IX. Old Business

X. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XI. Announcements

Future Meetings ~

Wednesday, August 24, 2022 – 5:00 PM

XII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

Saucon Valley School District
Academic and Personnel Committee
Minutes of April 27, 2022

Present were Academic and Personnel Committee Board Members: Dr. Shamim Pakzad, Cedric Dettmar, and Susan Baxter (on phone). Tracy Magnotta was absent. Also present were: Superintendent Jaime Vlasaty, Business Manager David Bonenberger, Board Member Shawn Welch and High School Principal Tamara Gary

Meeting began at 5:10 pm

Approve agenda motion by Dr. Shamim Pakzad second by Cedric Dettmar.
Vote: 3-yes, 0-no, 1-absent (Magnotta)

Approve minutes motion by Dr. Shamim Pakzad second by Cedric Dettmar.
Vote: 3-yes, 0-no, 1-absent (Magnotta)

Courtesy of the floor: None

Review and Discussion of Policies:

1. Policy 215.1 - Acceleration
2. Policy 215.1 AR – Acceleration Procedures
3. Policy 215.2 – Credit Recovery

Cedric Dettmar, second by Dr. Shamim Pakzad moved to approve sending the policies to the Board for first reading after corrections and changes are made.
Vote: 3-yes, 0-no, 1-absent (Magnotta)

New Business- None

Old Business- None

Citizen Inquiries and Comments:

P. Silverthorn – commented on Board Policy regarding Honors Band and possible capping numbers for accelerations.

Future Meetings: May 25, 2022

Shawn Welch, second Cedric Dettmar moved to adjourn the meeting.

Meeting adjourned at 8:15 pm

2022-2023 SVES Student Handbook Changes

Updated Title Page

Changes are highlighted in yellow in the handbook.

P. 10

- Added link to Student Accident Insurance because it is no longer printed and sent home, but is posted on the school website.
- Updated Cafeteria information to reflect a change back to purchased meals

P. 12

- Added “student information system”
- Added “I” to Title Program
- Changed “Reading Coordinator” to “Reading Specialists”
- Added “and/or behavioral” needs under Child Study Team

P. 13

- Changed “3” to “three”
- Removed “reading coordinator” and “math specialist”

P. 15

- Added link to Transportation Discipline Plan
- Added “will not be admitted before 8:40 am”

P. 16

- Changed Parent Pick-up Procedures to reflect that siblings will now be picked up at Pond Lobby rather than ES gym entrance.

P. 19

Added acknowledgement signature page. Parents will be asked to sign and return it at the beginning of the year.

SAUCON VALLEY MIDDLE SCHOOL
2095 POLK VALLEY ROAD
HELLERTOWN, PA 18055

610-838-7001

August 2022

Dear Parents,

As you know, the education of your child depends on a variety of factors. Some of these include the home environment, the student-teacher relationship, and the student's self-concept. Another important factor in a child's development is discipline.

In the same way that we are obliged to cooperate with laws and regulations in our everyday lives, so too are students expected to follow the guidelines set forth by the Saucon Valley Middle School Administration and Faculty. These guidelines are outlined in this student assignment book.

Please read these guidelines at home along with your child, or ask your child to read them to you. Please sign the Google Form included in this email by Friday, September 6, 2019. Your electronic signature indicates that you have read the accompanying guidelines and agree with the necessity for such guidelines as they pertain to your child's education.

Sincerely,

James Deegan, Principal
Mr. Thomas Halcisak, Assistant Principal K-8
Mr. Michael Sakelarides, Assistant Principal K-8

Saucon Valley Middle School 2022-2023 Responsible Use Agreement

Statement of Purpose

Saucon Valley Middle School teachers and students use technology and internet-based tools in their classrooms on a regular basis to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Saucon Valley School District's resources are provided to support, enhance and transform student learning. All members of the learning community need to use technology in ways that make a positive contribution.

To Be Respectful...

- I agree to be polite, considerate, and to use appropriate language.
- I agree to treat all technology with care.
- I agree to use technology carefully and to maintain my device charged and in good condition.

To Take Ownership...

- I agree not to share my passwords, except with my teacher or parent/guardian
- I agree to adhere to copyright laws.

- I agree not to provide my completed work to another student/ I agree not to submit someone else's work as my own.

To Be Accepting...

- I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
- I agree to value and respect other points of view.

To be Responsible...

- I agree to use the iPad in school only for teacher directed assignments.
- I agree to report and/or help prevent any bullying, abuse, or harm of others.
- I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
- I agree to adhere with all filters and security measures.

All members of the learning community need to use technology in ways that make a positive contribution. This expectation applies to everyone and to every device -- even those not provided by the school. Your continued access and use of the tech resources provided by SVSD relies on you to:

- Make a positive contribution to our community
- Take responsibility for your actions and resources
- Ask if you are unsure of what your responsibilities are
- Acknowledge that SVSD has ownership of all networks and accounts that are provided to you
- Be aware that school and network administrators monitor technology resources and their use
- Acknowledge that SVSD reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property

*Adapted from AUP American International School at Bamako

GOALS

- **Empowered Learners** , using technology to help choose, achieve, and demonstrate competency in their learning goals
- **Knowledge Constructors** , making use of digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others
- **Innovative Designers** , who use technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions
- **Computational Thinkers** who develop strategies for understanding and solving problems in ways that take advantage of the power of technological methods to develop and test solution
- **Creative Communicators** who express themselves creatively and communicate clearly using a range of appropriate digital tools, platforms and media
- **Global Collaborators** , working and collaborating with others both locally and globally using a variety of digital tools to broaden their perspectives and enrich their learning
- **Digital Citizens** that recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world and act in ways that are safe, legal and ethical reserves the right to determine which uses constitute acceptable use and to limit access and time of access to such uses

I understand that the school also may have the right to take action against me if I am involved in incidents of inappropriate behavior that are covered in this agreement when I am out of school where they involve substantial disruption of the school community or interference with 5-12 Students Responsible Use Agreement another student's education (examples would be cyberbullying, use of images or personal information).

I agree to follow Saucon Valley Middle School's Responsible Use Agreement. When I behave this way, I prove that I am a respectful, responsible, and safe digital citizen! If I

behave outside of this agreement, I may lose the ability to use our technology until I show that I learned from my mistake.

Saucon Valley Middle School

Saucon Valley Middle School Behavioral Expectations

- Respect
- Ownership
- Acceptance
- Responsibility

SAUCON VALLEY MIDDLE SCHOOL

Saucon Valley Middle School prides itself on its excellent educational program. As a middle school, we are guided by a philosophy that provides the framework for our beliefs and actions as educators as they relate to the emerging adolescent child.

Middle School Philosophy

We believe the CHILD is the center of the educational process. This educational process is designed to develop each CHILD's ability to make positive choices. Each CHILD will be empowered to be a responsible and respectful citizen of the middle school and the community.

We believe HOME provides the nurturing atmosphere that allows the child to develop towards his/her fullest potential supported by middle school cooperation and communication. HOME, in concert with the educational process, will foster the desire for life-long learning.

We believe the middle school TEACHER is a key influence to encourage active student participation, establish high expectations, enable student success, and foster life-long learning.

The teacher is most effective when working as an integral member of a small, specialized, and focused TEAM of caring professionals.

TELEPHONE DIRECTORY(5-8)

Main District Number..... 610-838-7001
Middle School Office Extensions..... 3701/3702
Attendance Office..... Extension 3710
School Counselors
Mr. Baldo (Grades 6-8) Extension 3706
Mrs. Wehr (Grade 5)..... Extension 4706
School Nurse..... Extension 3709
Middle School Fax..... 610-838-8014

ACADEMICS

Teachers meet to share ideas, discuss student progress and hold parent conferences. Teachers share responsibility for a common group of students and thereby, have a sound basis for discussing the progress and needs of individual students.

Monday through Thursday the school will/may have a PAW period at the beginning of the day to provide remediation. Activities may include remedial work, homework completion, class work completion or any additional curricular related activities. PAW period is held after homeroom until the beginning of Period 1. If a student is in band/chorus, and is in danger of failing a class or excessive missed work, remediation will be scheduled during a Tuesday, Thursday or both to work with the teacher of that course.

ATTENDANCE/TARDINESS (5-8)

The Every Student Succeeds Acts requires schools to maintain an average yearly attendance rate of at least 90%.

In addition, we believe strong attendance is essential for success at school, thus every effort should be made by the student to be here every day that school is in session. Attendance is taken at 7:35 a.m.

A. ABSENCES (5-8)

WITHIN THREE (3) DAYS of a child's return to school the parent/guardian **MUST** submit a written note with the child's name, date of absence, reason for absence and parent/guardian signature. Failure to return a note with a valid reason within three (3) days will result in the absence being recorded as an **UNEXCUSED** absence. Saucon Valley School Board considers the following conditions to constitute acceptable excuses for absence from school: illness, quarantine, and recovery from an accident, required court attendance, death in the immediate family, family emergency, family educational travel with prior approval, educational tours and trips with prior approval.

The mere fact that a parent/guardian provides an explanation for the absence does not qualify the absence as excused.

It is the student's responsibility to make arrangements with teachers as soon as possible to make-up the work missed. **If an absence is expected to occur for an extended period of time, parents should call the attendance office before 9:00 a.m.** Whenever absent from school or sent home by the nurse, a student may not participate in any school activity after school that day unless previous arrangements are made with the principal.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

If an excuse is not returned within three (3) days, a letter will be sent to the parents/guardians informing them that the absence will be recorded as **UNEXCUSED**. Three (3) unexcused absences may result in a citation for truancy.

EXCESSIVE ABSENCES (5-8)

A **maximum of six (6) days of cumulative lawful absences** verified by parental notification shall be permitted during the school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

If a student continues to be absent, the absences will be **unexcused** and the procedure for unexcused absences will be followed.

B. EARLY EXCUSAL (5-8)

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. If a student must be excused early, a note must be presented to the attendance office the morning of the early dismissal. The note should include: (1) the date and time of dismissal; (2) reason; (3) parent's signature. The secretary will issue an *early dismissal* slip, which must be presented to the teacher for signature at the time of departure. If the student returns to school the same day, he/she is to report to the middle school **attendance** office before going to class. **Parents must sign their child out in the visitor vestibule.**

C. EARLY MORNING APPOINTMENTS (5-8)

For an early morning appointment (e.g., orthodontist, doctor) **a note should be presented on the day prior to the appointment or a telephone call should be made to the office the morning of the appointment.** The office opens at 7:15 a.m. A message may also be left on the voice mail.

D. TARDINESS TO SCHOOL (5-8)

Arrival at school **after 7:40 a.m.** requires the student to report to the K-8 attendance office for a tardy slip before entering class. A verbal parental confirmation or a tardy slip, which is to be completed by the parent or guardian, must be returned to the attendance office the next school day. After the fifth (not necessarily consecutive days), a letter will be sent to parents/guardians informing them of the tardiness. Additional tardies may result in a parent conference.

E. TRUANCY (5-8)

If a student is illegally absent from school he/she may receive an incomplete for work missed during the truancy. Continued infractions may result in a citation for truancy or a referral to the Northampton County Truancy Intervention Program.

F. FAMILY TRIPS (5-8)

Parents who plan to take their children on an educational/family trip while school is in session may request an excused absence for the student if the following conditions are met:

1. The pupil's parents/guardians submit to the office a written request for the excusal on a district form **at least (5) school days prior to the trip.**
2. The pupil's participation on the trip/tour has been approved by the school administration.
3. The student or parent presents to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence at least three (3) school days prior to the first day of student absence.
4. The parent accepts total responsibility for the education of the student during the period of absence. The parent recognizes that classroom experiences cannot be duplicated and the absence could place that student at an academic disadvantage. Such responsibility

includes, but is not limited to, monitoring the completion of all assignments and their submission to the teachers on the first day the student returns to school.

The Board may limit the number and duration of trips/tours for which excused absences may be granted to a student during the school term.

CURRICULAR REVIEW / EXEMPTION FROM INSTRUCTION (5-8)

Parents who wish to have their child excused from instruction on a topic or an assessment that they consider being in conflict with their religious beliefs or moral principles must submit a written request to the principal. Parents can request copies of the relevant School Board Policy and Procedures through the school office.

Animal Dissection – Right of Refusal (5-8)

As stipulated in Section 1522 of the Pennsylvania School Code (added by Act 88 of 1992), a student may refuse to dissect, vivisection, incubate, capture, or otherwise harm or destroy animals or any parts thereof, as part of their course instruction.

COURSE GUIDE (5-8)

FIELD TRIPS / CHAPERONING / VOLUNTEERING (5-8)

During the year, students may be given the opportunity to attend a grade level field trip. It is our desire to make this trip enjoyable for as many students as possible.

On these trips, it is of utmost importance that students stay with their chaperones, cooperate with those in charge, obey all rules, be on time, and be considerate of other students and adults. We cannot take the chance that a student will leave his/her chaperone on these trips, and we certainly will not accept defiant behavior.

Since we cannot take the chance of one student's actions causing peers or chaperones any undue hardship, a decision could be made to exclude a child from a specific grade level trip. If your behaviors during the academic year indicate an inability or unwillingness to accept these responsibilities, your teachers will confer with the principal to decide if you need to be excluded.

It is not our preference to exclude any student from the educational experience that a field trip provides, but it may become necessary to do so to ensure an enjoyable and memorable experience for the majority of the students. If a student is failing or in danger

of failing a class, the student may be excluded from any trip, teachers will confer with the principal to decide if a child needs to be excluded.
Teachers will notify parents of specific field trips throughout the year.

The State of Pennsylvania has adopted ACT 153 which requires that all persons who encounter children in a school setting must renew State, FBI and Child Abuse Clearances every five years. The law is effective December 31, 2014 and we must be in complete compliance by December 31, 2015.

Please note that all volunteers must fill out a “Volunteer Certification Form”. If you are able to answer yes to the 1st question on the form then you do not need to have the FBI fingerprinting clearance completed. You would only need the State Police Criminal History Clearance and the Child Abuse clearance. You still must submit a signed Volunteer Certification form regardless of your answer to question 1.

CHILD FIND PROCESS (5-8)

Pursuant to IDEA '04, Section 1412 (a)(3) and 1412 (a)(10), all school districts are required to actively identify every student with disabilities residing within the district's jurisdiction who may be eligible for special education and related services. Saucon Valley School District accomplishes this task with its Child Find Process.

The process is a systematic approach providing initial screening and direct intervention to students experiencing difficulty academically or behaviorally. This process can be the first step in identifying whether a student is eligible for special education services.

A student is identified “at risk” of school failure by student performance data. These data may include grades, district or school assessment results, standardized test scores, attendance rates and disciplinary referrals.

GRADING AND REPORTING (5-8)

Tests, quizzes, written assignments, promptness in submitting work, extent of contributions to class discussion, performance in relation to level of ability and the subject teachers' personal opinions are included in determining grades for any one of the four marking periods.

The following “letter” system of marking is used for all subjects:

A - Excellent: does superior quality work; capable of independent work; excellent initiative and leadership; has broad grasp of ideas.

B - Good: does good quality work; steady, good progress; good initiative; has good grasp of ideas.

C - Average: does average quality work; steady, but not rapid progress; needs direction and leadership; grasps main ideas.

F - Failure: does unsatisfactory work; very little or no progress; does not follow directions; does not grasp main ideas.

I - Incomplete: some course requirements have not been completed. Upon completion, and approval of the teacher, the appropriate grade will be recorded.

Numerical ranges for letter grades:

Based on a 4.0 system of grades with A = 4.0, the following is the numerical range for letter grades:

A+ (97-100) = 4.333 C+ (77-79) = 2.333

A (93-96) = 4.000 C (73-76) = 2.000

A- (90-92) = 3.670 C- (70-72) = 1.670

B+ (87-89) = 3.333 F Below 70 = 0

B (83-86) = 3.000

B- (80-82) = 2.670

A. REPORT CARDS (5-8)

Report cards are issued four times during the school year. Parents will be able to view their child's report electronically. Hard copies will be supplied upon request.

B. HONOR ROLL (5-8)

A student's grade point average includes Related Arts courses, as well as Band and Chorus. Students with a grade of C+ or lower in any graded course will not be eligible for Honor Roll in the quarter it was earned.

Students achieving a grade point average of **3.20 or above will be placed on the Honor Roll** for the marking period. Those achieving a **3.80 or above will be placed on the High Honor Roll**.

Sample Grade Point Average Calculation

Using the grade point values described above, the following process is used to compute the GPA for each marking period.

7th and 8th Grade

CLASS	GRADE	POINT VALUE	X	CREDIT	= POINTS
Language Arts	A	4	x	1	= 4
Social Studies	B-	2.67	x	1	= 2.67
Math	B-	2.67	x	1	= 2.67
Science	B	3	x	1	= 3

Spanish	A	4	x	1	= 4
RELATED ARTS					
Music	A	4	x	.333	= 1.333
P.E.	A	4	x	.333	= 1.333
Art	A	4	x	.333	= 1.333
Band or Chorus	A	4	x	.5	= 2
TOTAL POINTS					= 22.339
Total points divided by total credits = GPA (22.339 / 6.5 = 3.44)					

6th Grade

Language Arts	A	4	x	1	= 4
Science	B	3	x	1	= 3
Math	B-	2.67	x	1	= 2.67
RELATED ARTS					
Music	A	4	x	.333	= 1.333
Phys. Ed.	A	4	x	.333	= 1.333
Art	A	4	x	.333	= 1.333
Band or Chorus	A	4	x	.5	= 2
TOTAL POINTS					= 15.66
Total points divided by total credits = GPA (15.666/ 4.50 = 3.48)					

C. POWER SCHOOL PARENT ACCESS GRADES 5-12

Statistics have proven that regular communication between a child's parent/guardian and school staff members increases the effectiveness of the child's education. As a parent/guardian, PowerSchool Parent Access will allow you to view your child's academic progress at powerschool.svpanthers.org using any internet-accessible computer 24 hours a day, 7 days a week. Available information will include items such as: overall grades, individual assignment grades, and daily attendance.

Parents/Guardians access the PowerSchool system by using a user ID and password provided by the school main office for each student. See below for directions on how to obtain a user ID and password.

Parent/Guardian Access Directions - GRADES 5 to 12

If you have more than one child currently enrolled in the district, each child will receive their own personal and confidential ID and password for you to access their information. To obtain your ID and password, please visit the main office of your child's school during regular school hours.

D. RETENTION/SUMMER LEARNING ACADEMY (SLA) (5-8)

Students are required to satisfactorily pass (grade of A, B, or C) Language Arts, Social Studies, Mathematics, and Science. Failing more than two subjects will result in retention per school district policy. In order to pass to the next grade, students failing one or two of these subjects must attend and pass Summer Learning Academy (SLA) at the student's cost. SLA MAY be in the form of virtual learning via an internet course.

The school district provides a four week summer program to students who have failed one and/or two subjects (Mathematics, Language Arts, Science, and Social Studies). This program is designed to determine the student's present mastery level in a specific subject area, and individually advance his/her content knowledge and skills to "catch up" and be successful at the following grade level. Students with a "marginal" report card benefit from this program by minimizing summer regression, which occurs when students vacation from the continuity and structure of the academic setting.

Parents are invited to contact the middle school counselors for detailed information about Summer Learning Academy.

NATIONAL JUNIOR HONOR SOCIETY (7-8) Using national guidelines, candidates for Honor Society will have a minimum cumulative grade point average of 3.8 in 6th and 7th grade. Candidates will be reviewed by a faculty committee regarding their service, character, and leadership qualities. Any involvement with significant disciplinary offenses may eliminate a student from consideration for Honor Society. There is an application process.

STUDENTS OF THE MONTH (5-8)

One student from each team is selected each month based on the following criteria:

1. Service to school/community
2. Scholarship (does not have to be on honor roll, but gives strong effort)
3. Responsibility
4. Respect for adults/peers
5. Willingness to do his/her best

LIBRARY (5-8) Students are encouraged to use the library. A student must have a pass from their teacher to go to the library. Students are responsible for library materials checked out.

ACCEPTABLE USE OF INTERNET/ TECHNOLOGY (5-8)

The SVMS has various forms of technology available for student use. Teachers will plan various activities that will help you learn to use computer technology as a tool for gathering and

communicating information. Students are expected to use the school computers carefully and respectfully. These expectations are stated in the *Acceptable Use of Internet, SB Policy 815.1 adopted June 26, 2012* that you and your parents have signed. Students will lose computer/device privileges for misuse of the computer/device, software, and/or the network. **Please note: Students are not to share computer/device password with others.**

BEHAVIOR (5-8)

CHAPTER 12 - STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.2. Student responsibilities

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, not to cause substantial disruption to the education processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up all work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media
- (11) Not use obscene language in student media or on school premises

School-wide Positive Behavior Intervention and Support

What is School-wide PBIS?

Definition:

School-wide positive behavior intervention (SWPBIS) is a system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. SWPBIS is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and bathrooms). This behaviorally-based framework is used to enhance school behavior by improving the link between research based practices and the environments in which teaching and learning occurs. (adapted from <https://www.pbis.org/school>)

System for Acknowledging Behavior

At the individual level:

- Saucon Valley Middle School teachers and staff acknowledge appropriate student behavior throughout the building by providing positive, specific, verbal praise and/or a

Acknowledgement Guidelines

Adult behavior when providing acknowledgement is:

- Positive
- Specific, clear
- Provided immediately
- Staff initiated
- Focused on improvement

The continuum of strategies to acknowledge behavior looks like:

Free and Frequent	Intermittent	Strong and Long Term
Verbal Positive Praise	Token Economy	Group Contingency
Smile or Thumbs Up	Phone Calls Home	Field Trip
Stickers	Special Privileges	Special Project
Home Notes	iPad Time	Recognition
	Social/Free Time	Ceremony
	Special Seat	Honor Roll

Quarterly Team Awards

Expectation	Respect	Ownership	Accountability	Responsibility
Quarter	1	2	3	4
Incentive	No discipline referrals or detentions for the quarter	Meet grade level homework expectation	Students with no more than 2 unexcused absences or tardies this quarter	Meet grade level homework expectations; No discipline referrals or detentions; no more than 2 unexcused absences or tardies this quarter
Reward	Popcorn and a movie in the LGI *Duration TBD	Hot Chocolate Bar in the Cafeteria during PAWS Period	Popcorn and a movie in the LGI *Duration TBD	Water Balloon Fight outside during Related Arts

Pep-Rally and Celebration of Participation The

Term	Fall	Winter	Spring
Reward Examples	Admission ticket to a SV sporting event Admission ticket to the school dance or school social Game time with a counselor or administrator Get to shoot a video clip in the "What's	SV T-shirt Admission to the MS Play Pie a SVMS teacher in the face* Dress up as the school mascot during a game or next Pep Rally Guest DJ for one	Admission to Spring Fling Pie Mr. Deegan or Mr. Halcisak in the face Duct tape a counselor to the wall during PAW period Movie tickets - AMC theaters

	New at 22" crew	song at the next dance	
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Menu of Reward

Student Incentives	Price
Pencils	5
Cap Erasers	5
Preferential Seating at lunch (for one lunch period)	10
Scratch and Sniff Sticker Sheet or Emoji Stickers (Oriental Trading)	15
Highlighters	20
Sit in a special chair in the classroom	20
Wear hat for a day	25
Preferential Seating in one classroom for a day	30
Wear pajamas for a day	30
Fast Pass: To the Front of the Lunch Line	35
Thin dry erase markers	40
Lunch with the Principal	40
Smelly Pencils	45
5 Minutes of school appropriate play on iPad (Not during core instruction)	50
Play-doh	50
Homework Pass (with pre approval from teacher)	50
Lunch Outside	60
Stress Ball	70
Stylus Pen	80

Lunch in the Library with one friend (Counselor supervision)	95
Mini Rubix Cubes	100
Longer Recess for grade 5 (Sign-up Sheet = Monthly Voucher)	150
Recess for grade 6/7/8 (Sign-up Sheet = Monthly Voucher)	150
Lunch with some high schoolers and/or Upper middle schoolers (Sign-up Sheet=Monthly Voucher)	200

System for Correcting Behavior

Correction Guidelines

Adult behavior when providing corrections :

- Calm
- Consistent
- Brief
- Immediate
- Respectful

The continuum of strategies to respond to inappropriate behavior looks like:

	Correction Technique	Words/Actions Adults Can Use
	Prompt	Provide a verbal and/or visual cue
	Redirect	Restate the appropriate behavior in the matrix
	Reteach	State and demonstrate (reteach) the appropriate behavior from the behavioral matrix
	Provide Choice	Give a choice to accomplish the task in another location. Use alternate supplies to complete the task. Provide/complete another activity that accomplishes the same instructional objective.

Problem Solving	Describe the problem behavior and discuss replacement (alternative) behaviors. Talk about why the replacement behaviors are more appropriate and then practice the appropriate behavior.
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Specific Student Problem Solving Procedures:

1. Provide feedback in a private setting using a calm voice tone and volume
2. Describe the problem behavior
3. Describe the appropriate replacement behavior (what should the student do instead of the inappropriate behavior)
4. Tell the student why the replacement behavior is more appropriate
5. Practice (the student can role play, tell and/or show replacement behavior)
6. Provide clear feedback after practice and restate the replacement behavior once more

Parts of these guidelines are from PBIS TIPS framework: [PBIS Team-Initiated Problem Solving](#)

Minor and Major Behavior Matrix

Minor Behaviors of Concern

Defiance	Student engages in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect	Socially unacceptable words or actions (but not cursing) directed toward staff member or peers (to include mumbling remarks under student's breath)
Disruption	Words or behavior that cause interference with normal classroom or school routine, any disruption to the learning of others or delivery of content
Dress Code Violation (Minor)	Student refuses to fix dress code violation as defined by the school handbook when offered teacher correction
Inappropriate Language	Low intensity instance of inappropriate language such as socially unacceptable words (but not curses), weapon talk without malicious intent, phrases with sexual connotation but not directed at someone specific
Physical contact Physical Aggression	Non-serious but inappropriate physical contact including, but not limited to horseplay/public displays of affection, not resulting in injury
Property Misuse	Low intensity misuse of property, careless handling not resulting in damage
Tardy	Arrival to any assigned place late without permission

Technology Violation	Student engages in non-serious, but inappropriate or non-teacher directed use/viewing of electronic devices
Cheating	On minor assignments: copying another's work (in any form), giving your work (in any form) to others to copy
Unprepared	Failure to complete in an accurate, neat, and prescribed manner, any assignment or to bring necessary materials to class, iPad not minimally charged
Loitering	The unauthorized use of an area (halls, auditorium, cafeteria, or prolonged stays in the lavatory).
Lying	Student delivers message that is untrue and/or deliberately violates rules
Other	Any minor behaviors that do not fall in the above categories

Major Behaviors of Concern

Abusive Language Inappropriate Language Profanity	A belligerent and/or abusive act or statement directed at any adult or student. It is an aggressive, insulting, profane, or disruptive verbal threat or abuse.
Arson	Student plans and/or participates in malicious burning of any item on school property
Threats -Bomb/Weapon Threat -False-Alarm Fire	Student issuing a message of possible explosive materials being on-campus, near campus, and/or pending explosion; pulls fire alarm without cause
Bullying	Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in the school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school.
Defiance	After redirection, the student repeatedly refuses to follow directions or talks back.
Disrespect	Socially unacceptable words or actions (including cursing) directed toward staff member or peers, rude or dismissive comments
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.

Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school This includes the use of masks until further notice. A student will be provided a mask to wear if they do not have them. If they refuse they will be removed from the classroom and their parents contacted. If the parent also refuses to adhere to the mandate of wearing a mask. The child will be transferred to online instruction.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery Theft Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student Student had signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. As well as, retaliation for having reported the harassment or discrimination.
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location Eloping Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Cheating	On major assignments: copying another's work (in any form), giving your work (in any form) to others to copy
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage Vandalism	Student participates in an activity that results in destruction or disfigurement of property
Cutting Class	Student leaves or misses class without permission. (discussion about remediation TBD)
Technology Violation	Student engages in inappropriate/illegal content use/viewing of electronic devices
Use or Possession of Drugs and/or Alcohol	Possession of substances prohibited by federal and state law, look-alike drugs, alcohol.

Use or Possession of Tobacco Products/Vaping Devices	A student lighting a cigarette, in possession of a lit cigarette, matches or lighter, disposing of a lit cigarette, and/or in the process of exhaling smoke (refer to Saucon Valley School District Drug and Alcohol Guidelines), vaping products or use prohibited
Use or Possession of Weapons or Combustibles	Possession of unauthorized weapons or look-alike weapons, on school property with malicious intent or possession of fireworks, which would result in endangerment

Disciplinary Responses

It is to be noted that the penalties listed below are **GUIDELINES** for discipline; the administrators retain the discretion to apply another penalty if the situation warrants it. Possibility of consequences:

Parent contact/conference, verbal warning, special assignment, teacher detention, loss of privileges

Administrative loss of privileges, referral, parent contact/conference, Administrative detention, restitution, in-school suspension, out-of school suspension, possible referral to law enforcement, parent hearing, payment for vandalized property, expulsion

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the Discipline Code. Final disciplinary decision is at the direction of the Administrators.

DISCIPLINARY ACTIONS EXPLAINED

A. TEACHER/ADMINISTRATIVE DETENTION

1. Team detention can be held
2. The principal, assistant principal, as well as the teachers have the authority to assign a Teacher/Administrative Detention.
3. Pupils will be notified at least one day in advance of the detention.
4. A notice will be sent home concerning the detention with the student.
Parent(s)/Guardian(s) will be notified of the detention by email or phone call from staff.
5. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. Excusal from the detention may be granted for legitimate cause only if the request is presented prior to the scheduled time of detention.
6. Follow rules set by Team / Teacher Follow rules set by Team / Teacher.
7. Any problems will be referred to the Administration.

A. IN-SCHOOL SUSPENSIONS (ISS)

1. ISS is an alternative to an out-of-school suspension for an offense, which warrants a suspension.
2. A student who serves an in-school suspension will have teacher supervised study in a specified location.
3. It is the responsibility of each student to bring all books and school materials to the ISS location.
4. A notice will be sent home by US mail concerning each ISS.
Parent(s)/Guardian(s) will also be notified of the suspension by phone call.
5. Each student arrives and leaves school at the regular time.
6. The expectations of ISS are:
 - a. Complete all of your assignments.
 - b. Bring to the ISS.
 - c. Work on your assignments.
 - d. Students will not attend any assemblies, field trips, or any other after-school or evening activity on or during the suspension period.
 - e. Violation of the above rules will result in referral to the Administration and may result in Out-of-School Suspension.
 - f. Lunch is available for purchase; the regular tray lunch is listed on the monthly menu.
7. A student on ISS may not attend any school sponsored activities, practices, or games on any days of the ISS.

B. OUT OF SCHOOL SUSPENSION (OSS) *

*Temporary suspension means exclusion from the school for a period of 1 to 3 days by the principal or assistant principal after the student has been informed of the reason for the suspension and has been given the opportunity to respond, in accordance with the policies of the Board of School Directors.

*Full suspension means exclusion from school for a period of up to, and including, 10 school days. An informal hearing involving the principal or assistant principal, the student, and the parents will be held within the first 5 days of suspension if requested by the parents, in accordance with the policies established by the Board of School Directors.

1. A pupil will be suspended for severe disciplinary infractions or for a series of infractions after other means or corrections have failed.
2. All work missed during the OSS must be made up within a reasonable amount of time.
3. Written (and usually verbal) contact will be given to the parents/guardians.
4. A student under suspension may not attend or participate in school-sponsored activities during the days of his/her out-of-school suspension. This includes after-school or evening sporting, social, or musical events.

C. RECOMMENDED EXPULSION

The school principal may request the Superintendent to recommend to the School Board of Directors a hearing for the purpose of excluding a student from school for a period exceeding ten (10) school days. The student shall be given a full due process hearing in accordance with the law before the Board or a duly appointed committee of the Board.

1. The parents or (guardians) and student will receive written notice of the rules violated, the intention to seek expulsion and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
2. The parents or (guardian) and student will be informed of the right to legal counsel or other adult representation.
3. The student will be afforded the opportunity to present witnesses and evidence in their behalf and to cross-examine opposing witnesses.
4. The proceedings of the hearing will be duly recorded.

TRANSPORTATION DEPARTMENT

ASSERTIVE DISCIPLINE PLAN

PURPOSE: To provide for the safe and orderly transportation of students to and from school and special events.

The following rules and regulations are promulgated with the health, safety and welfare of all students and employees in mind. The Saucon Valley School District will strictly enforce these rules and regulations and requests the cooperation of students and parents in ensuring that student conduct on the bus and at the bus stop is of such a nature so as to assist the District in this regard, in accordance with the Pennsylvania School Code 24PS SEC 5-510.

RULES AND REGULATIONS:

1. Only articles that may be held on the student's lap or placed under the seat may be transported on the school bus.
2. Follow directions the first time they are given whether it is by the bus driver, bus monitor, teacher, chaperone, etc.
3. Be courteous; use no profane language, refrain from shouting in the bus or at the bus stop.
4. Eating, drinking and gum chewing is not permitted on the bus.
5. Keep the bus clean by placing any refuse in the receptacles provided.
6. Behave in a proper manner while a passenger on the bus and follow all applicable safety procedures provided by the District and/or bus driver. Inappropriate behavior includes, but is not limited to, standing in the aisle while the bus is moving; standing or kneeling on the seats;

pushing and shoving other passengers; throwing items at the bus driver or at another passenger; fighting; shouting out windows.

7. The Saucon Valley School District is a smoke-free district. Accordingly, the possession and/or use of tobacco products are strictly prohibited. A fine may be imposed in accordance with Pennsylvania State Act 145.

8. Stay in your seat at all times except when loading and unloading. Keep head, hands, feet and articles inside the bus and to yourself.

9. Maintain proper bus stop conduct and enter and exit the bus in an orderly manner so as to protect the health, safety and welfare of yourself and others. Inappropriate bus stop behavior includes, but is not limited to, horseplay; swearing and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.

CONSEQUENCES:

Any violation of the above rules of conduct during a student's enrollment in the Saucon Valley School District will result in disciplinary action, including the possibility of bus suspension in accordance with the transportation policy. A bus conduct report will be maintained in the student's discipline file.

SEVERE DISCIPLINARY PROBLEMS:

A severe disciplinary situation which endangers the health, safety and welfare of oneself or others will automatically subject the student to a mandatory suspension of bus privileges for an appropriate period of time, including permanently, as determined by the appropriate building administrator and may also result in additional disciplinary measures, including expulsion. Some examples of severe disciplinary situations are as follows: fighting, injuring another student in any manner, violating bus safety rules by not crossing properly, getting near the bus wheels while engaged in horseplay, pushing and shoving others, and refusing to take a seat while on the bus.

This provision also includes any conduct which involves defacing bus equipment, and such conduct will result in mandatory automatic suspension of bus privileges for an appropriate period of time, including permanently, and may also result in expulsion from the Saucon Valley School District. The individual will be required to reimburse the District for the costs involved in repairing the damaged equipment.

VERBAL WARNING:

The driver may issue a verbal warning to a student in reference to their behavior, and an assigned seat may be issued. Documentation of this warning will be submitted to the Building Administrator.

FIRST VIOLATION:

When a student does not follow the bus rules or the direction of the bus driver, the bus driver may assign the student to a specific seat, and a bus conduct report form will be filed with the

building administrator for his/her disposition. Notification of this incident via mail, telephone or conference will be communicated to the student's parent or guardian. The Administrator at his/her discretion may impose disciplinary measures such as detention, or loss of bus riding privileges.

SECOND VIOLATION:

The student is referred to the appropriate building administrator via the filing of a bus conduct report form for an appropriate consequence. The building administrator in accordance with the District's Student Disciplinary Policies may impose disciplinary measures, such as detention, suspension or expulsion.

SUBSEQUENT VIOLATIONS:

The student is referred to the appropriate building administrator via the filing of a bus conduct report form for a mandatory suspension of bus privileges for an appropriate period of time, including permanently, as determined by the building administrator. Such subsequent violations may also result in other disciplinary measures, including expulsion, in the discretion of the Administration.

VIDEO CAMERAS:

Please note: Audio and video surveillance equipment is installed on certain SVSD vehicles.

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the Discipline Code.

BULLYING (5-8)

Please refer to School Board Policy # 249.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

Bullying situations may include but are not limited to physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; social isolation; and a situation that creates an imbalance of power in a relationship.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Complaint Procedure

1. A student, who is directly involved or who observes bullying as a bystander, shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process.

2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 248.

3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.

4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. Such action may include guidance counseling; change of seating; change of class or schedule; other methods for separation of the bully and victim; parental conference; detention; suspension and/or expulsion; involuntary transfer to another school, class or bus operated by the school district; or other appropriate forms of disciplinary consequence. Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

5. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the school Code of Conduct.

HARASSMENT/DISCRIMINATION (5-8)

It is the policy of the Saucon Valley School District to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, handicap, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any harassment and discrimination.

The district recognizes that discrimination and/or harassment may take many forms including:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, telephone calls, invitations of comments.
2. Visual conduct such as derogatory posters, cartoons, drawings, letters, notes or gestures.
3. Physical conduct such as assault, offensive or unwelcome touching, blocking normal movement, or interference with school studies, courses, programs or activities because of sex or other protected group.
4. Threats and/or demands of sexual requests or activity as a condition or term of the student's status in a course, program or school related activity or as the basis for academic or other decisions which may affect a student or which has the purpose or effect of interfering with a student's educational experience or creates an intimidating, hostile or offensive learning environment.
5. Retaliation for having reported the harassment or discrimination.
6. Denial of any of the benefits of a complete educational program for an impermissible reason such as race, religion, sex, age, marital status, familial status, national origin, color or disability.

Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including but not limited to detention, suspension and/or expulsion from school. The procedures required by 22 PA Code Section 12.6 and Section 14.35 shall govern the exclusion of students from school.

SAFETY REGULATIONS (5-8)

Students are urged to use proper safety procedures in all activities and classes, particularly those courses (Science, Family & Consumer Science, Physical Education, Materials Handling, Modular Technology, and Art) which involve the use of special equipment. Some general safety regulations to follow are:

1. Follow all directions of the teacher.
2. Enter and leave the classroom in an orderly manner.
3. Do not wander the classroom without teacher permission.
4. Be courteous. Do not interrupt teachers or classmates.
5. Use quiet voices.
6. Wear protective devices (e.g., safety glasses, hair nets) and remove jewelry.
7. Use equipment only when approved and supervised by the teacher.
8. Concentrate on your work and refrain from "horseplay no hands on."
9. Make use of all machinery "guards" and do not leave a machine unattended.

ARRIVAL EXPECTATIONS (5-8)

When arriving at school, students are to:

1. Follow all directions given by the teachers in charge.
2. Immediately enter the building by the main lobby after the bus or parent drop off.
3. Report directly to designated areas (pond and main lobbies, cafeteria).

ASSEMBLY EXPECTATIONS (5-8)

At all times the student's behavior should be respectful and courteous. An indication of the school atmosphere is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program.

BOOKS (5-8)

Students are expected to cover all textbooks and keep them in good condition. All fines for lost, stolen, or damaged books must be paid to avoid further costs. Failure to pay for damaged or lost school property may result in discipline consequences and/or lost of privileges.

Book Fines

1. New-full net cost
2. Good-4/5 of net cost
3. Fair-3/5 of net cost
4. Poor-2/5 of net cost

Workbook Fines

1. New-full net cost
2. Fair-2/3 of net cost
3. Usable-1/2 of net cost
4. Unusable-no charge

You will be given another book when you pay the cost for a lost book. The fine will be refunded if the book is recovered. A lost book will not be considered an excuse for failure to do assigned work.

BOOKBAGS/GYM BAGS (5-8)

During the school day all book bags and gym bags are to remain in student lockers except during gym classes.

BICYCLES/SKATEBOARDS/ROLLER BLADES (5-8)

Students riding bicycles to school are expected to follow proper and safe bike-riding procedures **including helmets**. Bikes are to be stored and locked in the bike rack. Using skateboards, roller blades and similar devices is **not** permitted on school property and may not be carried on school buses. Upon entry to the school, equipment is to be stored in the student's locker.

BUS/TRANSPORTATION EXPECTATIONS (5-8)

Bus students are expected to follow all rules (A copy of the bus rules and regulations was mailed home with the *beginning-of-school* packet). Failure to do so will result in the temporary or permanent removal of bus transportation privileges. Parents are held responsible for the payment of all damages caused by their children. **Students are not** to depart from the bus until it arrives at the Middle School. Upon arrival, all bus students will immediately enter the school through the lobby doors and proceed to designated areas. Failure to immediately enter the Middle School will result in disciplinary action.

Permission to ride a bus other than your assigned bus must be granted by the Transportation Department. Parents must contact the Transportation department if they want their child to ride a bus other than their assigned bus. Walkers must also have permission from the Transportation Department to ride a bus.

PARENTS SHOULD NOT USE THE BUS LOOP TO DROP OFF OR PICK UP STUDENTS DURING BUS ARRIVALS OR DEPARTURES. PLEASE USE THE POLK VALLEY ROAD SIDE ENTRANCE FOR STUDENT DROP-OFFS AND PICK-UPS AT THE BEGINNING AND END OF THE DAY.

Safety

Two of our main safety issues revolve around traffic during parent drop off and pick up.

First, we have instituted routines to help us control traffic in the event that a child runs out or falls between cars. Slow speeds and attention to movement can help us decrease the chances that children will get hurt. We realize that these routines can be inconvenient for adults and that student tardiness is a concern as well. While arriving in the car line earlier may be inconvenient, doing so, we believe, allows students to arrive on time safely and without disturbing their classmates after class has begun.

Our second and related concern is that of parking in the front lot to drop off children in the morning. Again, while doing so may be quicker for the adult, safety becomes a concern with the buses and pedestrians who use this lot.

CAFETERIA EXPECTATIONS (5-8)

1. Arrive on time through designated areas using quiet voices.
2. Bring no books or materials.
3. Treat people and property with respect.
4. Take only one trip through the food line.
5. Keep areas clean.
6. Wait to be dismissed by a monitor, placing your chair under the table, leaving quietly through the designated area.
7. No food may be taken out of the cafeteria.

Failure to comply with these rules may result in assignment to restricted lunch or other disciplinary action.

RISE AND SHINE BREAKFAST PROGRAM

Our school cafeteria will offer breakfast to all school students from 7:25 – 7:30 AM (except when there is a 2-hour delay). For additional information and menu guidelines, please visit the school food service website.

CELL PHONES/ELECTRONIC EQUIPMENT (5-8)

All cellular telephones or other NON SCHOOL DISTRICT ISSUED electronic devices carried by students must be deactivated and stored in the students' locker during the regular school day. **Students are prohibited from using cell phones/electronic devices, to include receiving or sending voice or text messages, operating a camera feature, operating an audio or video recording feature, as well as activating any other type of communication device functions except in unique circumstances with prior approval from an administrator during the school day (7:35 a.m. till 2:25 p.m.), including lunch.** The school district assumes no responsibility for lost/stolen, cellular telephones or communication devices or other electronic devices.

The first time your child's cell phone is confiscated he/she will be able to pick it up in the main office at the end of day and may receive a detention. If your child's cell phone is confiscated a second time a parent will be required to pick up the phone in the main office. If your child's cell phone is confiscated a third time your child may receive disciplinary consequences and a parent will be required to pick up the phone in the main office. In extreme situations the student may be required to hand in their cell phone to an administrator DAILY and it will be returned to them at the end of the school day.

CHEATING (5-8)

Cheating in any form is unacceptable. Students found cheating on tests, quizzes, or any written work (**including copying from other students or sharing work with other students**) will have papers taken and may receive a "0" for the work. Parents will be notified of the incident by teachers.

DISBURSEMENT OF PARTY INVITATIONS

So that no child feels excluded, we ask that students only deliver party invitations at school if ALL students in the class have been invited and will be receiving an invitation. Please DO NOT send in invitations to selected children.

LOCKERS (5-8)

Your assigned locker and its contents are your responsibility. Lockers have combination locks installed and should be locked at all times. Students should record their locker combination in a safe place.

The district recognizes that students have a reasonable expectation of privacy. At the same time, the school district has a responsibility to protect the health, welfare and safety of students, staff and the public in maintaining discipline in the classroom and on school grounds. Accordingly, students and their personal belongings may be searched by school administrators or their designees when it has determined that a reasonable suspicion exists that a student is in possession of illegal substances, weapons, or other articles or materials which are prohibited by school district policy, rules, or regulations by law.

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of right. **The reasonable expectation of privacy, which students enjoy, does not extend to lockers, desks or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks and vehicles on school property at any time when deemed necessary or reasonable for the protection, health, welfare and safety of students, staff, and the public. This may include random, blanket, periodic sweeping or other similar searches to discover the use of illegal substances, weapons or other prohibited articles or materials.**

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Students are not to share lockers or combinations with other students, or use lockers not assigned to them. Unnecessary damage to lockers (necessitating repair fees) can be avoided by using the locker handle to open and close the locker. Lockers not closed properly will be opened and reclosed by an administrator.

Students are to keep their coats in their locker until the conclusion of the school day. Students participating in sporting activities are to keep their equipment in the locker until the end of the day, or until they are dismissed for a scheduled event.

Students are permitted to go to lockers at team-determined times.

*Students should utilize a personal padlock for gym lockers. This lock must be removed at the end of each gym period.

STUDENT RECORDS (5-8)

Education records, including academic, health, attendance and discipline files are maintained in the building where the student attends school. The maintenance, disclosure, transfer and destruction of records is completed according to the parameters dictated in School Board Policy 216.3. Annual notice related to parent access to records is published on the district website and is provided to parents in the summer packet. Parents wishing to inspect their child's records should make a written request to the building principal. The district destroys education records when they are no longer educationally relevant and in accordance with the guidelines in Policy 216.3.

SMOKING / TOBACCO/VAPING DEVICES (5-8)

The SVSD, as an educational institution recognizing the hazards associated with smoking, tobacco AND vaping use, is committed to protecting the health and safety of students, employees, and members of the community.

To this end, this information serves as notice that smoking, tobacco, and vaping use and possession are prohibited in school buildings, on school district property, and other areas of jurisdiction 24 hours a day, 7 days a week, 52 weeks a year. School district property includes playgrounds, parking lots, athletic fields, and stadiums.

Should a student choose to possess, smoke, or use any form of tobacco or vape product on school property, he/she subjects himself/herself to a fine of \$50.00 plus costs. (Act 145 of the Pennsylvania Crimes Code-Section 6306.1) All applicable

Authority, Delegation of Responsibility, and Enforcement are referenced by Saucon Valley School District policy #800, Smoking/Tobacco Use. Please be advised that the Saucon Valley School District intends to strictly enforce its smoke-free policy via the afore-mentioned laws, rules, regulations, and policies. **NOTE: Possession of any look-a-like tobacco product/substance is not permitted on school grounds and is also subject to disciplinary action.**

SOCIAL PROBATION (5-8)

Any students who have been assigned an In-School Suspension (ISS), Out-of-School Suspension (OSS) are considered to be on social probation. Students on social probation are not allowed to attend any after - school functions or activities (athletic practice, dances, activity nights, etc.) that may occur during that time. Students incurring any school debt will be assigned social probation until the debt is paid in full. **NOTE: Social Probation may be assigned throughout the school year.**

SPECIAL EXCUSES (5-8)

In order for a student to be excused from class, a *special excuse* is necessary. Students attending another activity or meeting must be listed on the attendance sheet or a special announcement.

Special excuses must be obtained from the requesting teacher prior to the class the student wishes to be excused from and must be shown to the excusing teacher. The excusing teacher may or may not grant permission for the student to be excused.

STUDENT DRESS (5-8)

Getting an education is one of the most important jobs you will ever have. The way you dress can affect your attitude, performance, and behavior, as well as that of others.

Any form of dress, hair style, etc. that attracts undue attention, is unsafe, disrupts school, or detracts from the learning process is NOT acceptable.

Good judgment would indicate that certain types of clothing are inappropriate in the school setting. Examples of inappropriate dress include, but are not limited to: see-through clothing, short shorts, shirts/blouses without sleeves, hats, bare backs, bare midriffs, soiled or torn clothing, and clothing with inappropriate material or graphics advertising alcoholic beverages, drugs, tobacco, weapons, obscenities, sexual connotations. **Appropriate shoes should be worn as well. NO FLIP FLOPS!**

Chain wallets or chains on clothing are not permitted.

Hats, hoods or bandanas are not to be worn in the building including the cafeteria, boys or girls.

Students are not to wear any type of gloves during the school day, unless medically necessary. In such instances, a doctor's note needs to be presented to the nurse or administration.

Should a student's choice of dress be deemed inappropriate by administration, the student will be asked to call home for appropriate dress or use a shirt or jacket to cover, and/or be assigned a disciplinary action.

Attention to and cooperation in this matter are greatly appreciated in order to create a learning environment in which all students are able to do their best!

STUDENTS WALKING TO SCHOOL (5-8)

Students who walk to school are subject to the discipline code from the time they leave home and arrive at school to the time they leave school and arrive at their home.

Crossing guards are assigned to major intersections to protect students as they walk to and from school. Students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 7:25 AM to ensure proper supervision. All students who walk to school should enter the main lobby and report to designated areas.

SUBSTITUTE TEACHERS (5-8)

Students are expected to give complete cooperation to all substitute teachers. Lack of cooperation and misbehavior with substitute teachers will be considered a serious offense and will result in strong disciplinary action.

THEFT/VANDALISM (5-8)

In the case of theft/vandalism of a student's personal property, they should immediately report the incident to a staff member who will then inform the administration.

Every effort will be made by the middle school staff to investigate the theft or vandalism of all reported items. Stolen or vandalized items valued at \$50.00 or more will be reported to the Lower Saucon Police Department.

The School and/or District is not responsible for stolen/missing/broken/vandalized personal property.

WEAPONS (5-8)

Definitions

1. **Firearms** includes, but is not limited to: shotgun, pistol, handgun, rifle, or any incendiary device.
2. **Other Weapons** include, but are not limited to: any knife (including pocket-knives, penknives, Swiss Army knives, or Scout knives), cutting instruments, cutting tools, nunchaks, **or any other tool, instrument or implement capable of inflicting bodily harm**. Any object used to inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

Responses (5-8)

Administration will contact the local authorities to report possession of any of the above items.

Possession, use, or transfer of a firearm will result in expulsion from school for a period of not less than one year in compliance with the School Code, Section 1317.2.

Possession, use or transfer of any other weapon as defined in number 2 above may result in expulsion from school.

STUDENT SERVICES

HEALTH SERVICES (5-8)

The Health Room is located in the K-8 administrative office area. The school nurse or staff nurse is responsible only for the emergency care of and sudden illnesses or injuries, except special cases under medical care and with the physician's written orders.

When your child is ill, please keep him/her home. Children, who run a fever, vomit, experience diarrhea, coughing, sore throat, or other cold/flu related symptoms are not ready for a rigorous day at school. **If your child has a temperature of 100 degrees Fahrenheit or greater they must be kept home. They may return to school when they are fever free for 24 hours without the use of fever reducing medications.** A written excuse must be provided to the Attendance Office upon your child's return.

Growth Screening: Growth screening is performed annually on children Kindergarten through 12th grade. The growth exam is the measurement of the student's height and weight. The school

nurse will use these measurements and compute the BMI (body mass index) and parents will be notified of the results.

All medication, both prescription and non-prescription, must be kept in the Health Room. Medication will be administered to students during school hours only when such is required and accompanied by a doctor's order. **STUDENTS MAY NOT HAVE MEDICATION IN THEIR POSSESSION.** No medication shall be administered to any student without proper completion of the *Medication Dispensing Form*. The term "medication" includes prescription drugs as well as over-the-counter medication. (e.g., Tylenol (acetaminophen), aspirin, cough medicine, etc). Completion includes signatures of both the parent/guardian and the physician. A separate form must be used for each medication and be specific as to dosage. (e.g., Tylenol, Extra Strength Tylenol). Students may use cough drops or throat lozenges in school with a parent note that has been countersigned by the school nurse.

Any medication to be administered by school personnel must be delivered directly to the nurse before homeroom. Medication must be brought to school in the original, properly labeled container by the parent or guardian.

Students must have a pass from a teacher to leave class to visit the nurse.

STUDENT ASSISTANCE PROGRAM (SAP) (5-8)

When there is a concern for the physical and/or emotional well being of a student, parents, teachers, peers, counselors or administrators may make a referral to the SAP team.

Grade Level INTERVENTIONS occur for the benefit of the students, their families, and the school by relaying factual information to the students and their families. The goal of the intervention is to encourage students to seek further assistance in addressing difficulties.

ACTIVITIES AND ATHLETICS (5-8)

You are encouraged to participate in the activity program of the middle school. Your involvement can address your interests and develop your special talents.

Cameratta Singer	- all grades; membership by audition or invitation
Co-ed Intramural	- all grades (Volleyball)
Competition Cheerleading	- 7 th /8 th grade
Dances/Socials	- 7 th /8 th dances 5 th /6 th grade socials
Inclusion Diversity Club	- all grades

Jazz Ensemble	- 7/8; membership by audition/invitation and by director
National Junior Honor Society	- 8 th grade by academic achievement
Reading Olympics	- all grades; selection by advisor
Ski Club	- all grades
Student Council	- all grades; elected (grades 5-8)
Yearbook	- all grades; selection by advisor
Athletics	- Basketball (7 th /8 th Boys & Girls)
- Cheerleading (7 th /8 th Boys & Girls)	
- Co-Ed Soccer (7 th /8 th)	
- Field Hockey (7 th /8 th Girls)	
- Football (7 th /8 th Boys)	
- Wrestling (7 th /8 th Boys)	

Registration for all sports will be announced during AM announcements.

Interscholastic sports are team competitions with other schools in the area. Participation in Middle School interscholastic sports requires students to develop skill and team organization and to meet academic eligibility requirements. Students will be academically evaluated every week by teachers.. Requirements for participation in interscholastic sports also include a sports physical examination by a doctor (forms available from the middle school office or the athletic director) and parental consent. If a student has “gone out” for a sport during this school year and already has a sports physical on file in the Health Room, all that is required is a recertification by declaring a new sport in the Athletic Office prior to the start of the season.

ELIGIBILITY STANDARDS (SPORTS) (7-8)

Academic guidelines, established by the Pennsylvania Interscholastic Athletic Association (PIAA) in Article IX Curriculum, are the basis for athletic eligibility. In addition to the basic PIAA standards, Saucon Valley School District will determine an athlete ineligible should the athlete fail a total of two or more subjects within a weekly reporting basis. Failure for the reporting week, as defined by the PIAA, is cumulative working from the beginning of the grading period. During a period of ineligibility, the Athletic Director will communicate with the parents and coach to identify and rectify the deficiencies. The athlete will secure and receive assistance from those teachers (or appointees) for which the deficiencies are occurring. When possible, the teacher will notify an athlete when a potential deficiency may jeopardize athletic eligibility.

If absent from school or an unexcused tardiness, an athlete is excluded from participation in that day’s athletic functions (practices and events). An athlete is expected to attend all classes, unless a valid excuse is provided and approved by the school principal. An athlete may not participate in practices or events while serving an in-school or out-of-school suspension. Students arriving at school after 8:00 AM whose tardiness is considered **UNEXCUSED** may **NOT** participate in any co-curricular activity, practice or game, that day unless he or she has secured permission from the principal. An athlete may be required to follow additional team rules and guidelines established by the coach. Violations of these rules will be handled at the

discretion of the coach. In the case of repeated violations minor or severe or insubordination, the principal and Athletic Director suspend the athlete from athletic participation pending review

STUDENT COUNCIL (5-8)

The Student Council consists of elected representatives from each grade level. The primary functions of the Student Council are to initiate and direct student activities, provide a communication vehicle between students, teachers and administrators, and to advise and make recommendations concerning school rules and school policy.

DANCE (7th and 8th grade) SOCIAL (5th and 6th grade)

6:30 PM	Doors Open	3:00 PM	Social Begins
7:00 PM	Doors Closed	4:00 PM	Social Concluded
8:30 PM	Dance Concluded		

All school regulations are in effect. Students not in school that day for any reason may not attend the dance. Tickets must be purchased prior to the event and **a current student photo ID is required for admission to dance/social**. Students who are failing two or more classes may not be able to attend the dance or social.

Administration may revoke the privilege to attend a social event.

No food or drink may be taken into the gymnasium. Coats are to be placed in the area provided. Students wearing a shoe style that may damage the gym floor surface will not be permitted to participate in the dance. No hats and backpacks are permitted. Any student finding it necessary to enter the dance late or leave early must have a parent contact the principal prior to the dance requesting permission. Also, a note, written and signed by the student's parent or guardian, must be given to a chaperoning teacher/administrator at the dance granting permission to leave early. An adult will be expected to pick up students leaving early at the door.

PARENTS ARE REMINDED TO PICK UP THEIR CHILDREN PROMPTLY AT 4:00 PM for Socials and 8:30pm for Dances.

DAILY ROUTINES

DAILY ANNOUNCEMENTS

Announcements will be made daily during the homeroom period. Students wishing to have an announcement made must obtain a teacher's signature or consult with a team leader.

DISMISSAL TIMES

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, necessitating school cancellation, delayed opening or early dismissal, this information will broadcast on the local radio stations (WAEB-790; WGPA-1100; WEST-1400; WLEV-100.7FM; WAEB-104FM; WZZO-95.1FM; WLEV-96.1FM); as well as these T.V. stations- WNEP-TV16, WFMZ-TV69, and the website svpanthers.org. Dial 610-838-7001 extension 1234 for updates. A message will be sent out via school messenger as well.

EMPLOYMENT / WORKING PAPERS

Any student 14 years old or older who seeks employment before graduation or leaving school prior to his/her eighteenth birthday is required to obtain working papers.

Working papers are issued at the **Senior High School Guidance Office**. Applicants for working papers must present proof of age (birth certificate, baptismal certificate), be accompanied by a parent or guardian, and have the promise of a job before application is completed.

FIRE DRILLS/LOCK DOWN AND LOCK DOWNS

Firedrills will be held periodically throughout the year. Immediately upon the ringing of the fire alarm, students are to walk safely and promptly to the nearest exit as indicated by the fire exit sign. There is **NO TALKING** by students so that any instructions can be clearly heard. Students are to follow the teacher's directions and are to proceed a safe distance from the school.

INSURANCE

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any students participating in athletic programs and assumes no liability for injuries sustained from participation. All athletes are covered by school insurance in season.

LOST AND FOUND

If you lose or find books, clothing, or any other articles, report the incident to the middle school office. Lost and found items are stored unsecured in cafeteria cubbies and boxes in each grade level hallway. Lost articles are disposed of/donated after each marking period. If a book is lost, the student is responsible for replacement (see Books). We recommend clearly labeling your personal belongings.

PARENT/TEACHER GROUP

The Parent-Teacher Group (P.T.G.) is an organization of Parents, Teachers and Administrators working in a partnership to enhance the Middle School program. The organization is run by committees including book fair, dance chaperones, newsletter, and grade-level liaisons, among others. One or two fundraisers are held each year in conjunction with the teachers, to help defray the cost of field trips and to provide additional educational enhancements. Meetings are held four times a year. We encourage participation in the P.T.G. meetings, which gives another opportunity to find out what is happening at school.

PEST CONTROL NOTIFICATION

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notifications, you must be placed on the school's notification registry. If you would like to be placed on this registry, please mail in your written request to: Saucon Valley School District, IPM Manager, 2097 Polk Valley, Hellertown, PA 18055. Please include your name, address, telephone number, cell phone number and e-mail.

STUDENT ID

The student ID is necessary for cafeteria use, library use, entrance to school dances, and bus privileges. A replacement ID and lanyard will be issued at a cost of \$5.

VISITORS

All visitors must be admitted through the main office entrance of the building. All visitors who enter the Middle School must report to the Middle School Main Office, sign in, leave a valid ID or keys and receive a Visitor's badge. Visitors will receive their keys or ID when they sign out and their badge is returned. This procedure allows another level of security. The badge allows the staff to readily identify if it is appropriate for an individual to be in the school. In addition, we will stop all visitors who are not wearing badges and redirect them to the office to sign in. We don't wish to inconvenience anyone, but we feel it is important for us to follow this routine so as to maintain the safety and security of our building.

WITHDRAWALS

If you plan to withdraw from our school, parents must complete the Parent *Authorization of Withdrawal* form. You can obtain this form from the main office.

Saucon Valley High School

Student and Parent Handbook

2022-2023 School Year



SAUCON VALLEY HIGH SCHOOL CONTACT INFORMATION

Main Office – 610-838-7001 ext. 2710

, Principal

Ms. Braxmeier, Assistant Principal

Amy.Braxmeier@svpanthers.org

Mrs. Shannon Piccolo, High School Administrative Assistant

Shannon.Piccolo@svpanthers.org

Guidance Office – 610-838-7001 ext. 2716

Mrs. Alderfer, Counselor, Students with last name A-L

Rachel.Alderfer@svpanthers.org

Ms. Suriel, Counselor, Students with last name M-Z

Joanna.Suriel@svpanthers.org

Ms. Fisher Counselor, Career and Collegiate Counselor

Kathryn.Fisher@svpanthers.org

Ms. Schuller, Administrative Assistant to the School Counselors

Vicki.Schuller@svpanthers.org

Attendance Office – 610-838-7001 ext. 3710

Athletic Office – 610-838-7001 ext. 2720

Mr. Frey, Athletic Director

Robert.Frey@svpanthers.org

Mrs. Bohnhorst, Administrative Assistant to the Athletic Director

Nancy.Bohnhorst@svpanthers.org

SVSD SCHOOL CALENDAR

SAUCON VALLEY SCHOOL DISTRICT 2022-23 School Calendar

Induction Days for All New Teachers	Thursday, August 18, 2022
.....	Friday, August 19, 2022
First Day for Teachers	Friday, August 19, 2022
In-Service Days for Teachers (no school for students)....	Monday, August 22, 2022
	Tuesday, August 23, 2022
First Day for Students	Wednesday, August 24, 2022
Schools Closed for Labor Day	Friday, September 2, 2022
	Monday, September 5, 2022
Students (half day)	Friday, October 28, 2022
In-Service K-8—No School for K-8 students.....	Monday, November 21, 2022
In-Service K-8—No School for K-8 students.....	Tuesday, November 22, 2022
Act 80 Day—No School for Students.....	Wednesday, November 23, 2022
Schools Closed for Thanksgiving Vacation.....	Thursday, November 24, 2022
	Friday, November 25, 2022
Students (half day)	Thursday, December 22, 2022
Winter Break	Friday, December 23, 2022
Schools Reopen	Tuesday, January 3, 2023
In-Service—No School for Students	Friday, January 13, 2023
Schools Closed	Monday, January 16, 2023
Schools Closed Presidents' Day	Monday, February 20, 2023
Students (half day)	Friday, March 17, 2023
In-Service Day— No School for Students.....	Monday, March 20, 2023
Schools Closed for Spring Break.....	Thursday, April 6, 2023
	Friday, April 7, 2023
	Monday, April 10, 2023
Schools Closed for Memorial Day	Monday, May 29, 2023
Last Day for High School Students	Friday, June 2, 2023
K-8 Students (half day).....	Monday, June 5, 2023
Last Day for K-8 Students (half day).....	Tuesday, June 6, 2023
Last Day for Teachers	Wednesday, June 7, 2023

TOTAL NUMBER OF DAYS OF INSTRUCTION FOR STUDENTS – 184

TOTAL NUMBER OF DAYS FOR TEACHERS – 192

Makeup days for students will be added to the end of the year.

This calendar is subject to change at the discretion of the Saucon Valley Board of School Directors

Board Approved: April 12, 2022

BELL SCHEDULES

Daily Schedule		
HR	7:35	7:45
1	7:45	8:53
2	8:57	10:05
3	10:09	11:17
LUNCH	During 4th block class as assigned	
4	11:21	1:05
5	1:09	2:17

2-Hour Delay Schedule		
HR	9:35	9:45
1	9:45	10:23
2	10:27	10:55
3	10:59	11:17
4	11:21	1:05
LUNCH	During 4th block class as assigned	
5	1:09	2:17

Early Dismissal		
HR	7:35	7:45
1	7:45	8:18
2	8:22	8:55
3	8:59	9:32
4	9:36	10:09
5	10:13	10:45

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ACADEMICS

Graduation Requirements:

Students must complete the following requirements to graduate from Saucon Valley High School:

1. A student must complete a minimum of 26 credits, including the identified required courses.
2. A student must complete one of the five Keystone Pathways to Graduation (for more information visit [SVHS Program of Studies](#)).
3. A student must meet the Career Indicator requirements, including the Industry-based learning requirement (for more information visit [SVHS Program of Studies](#)).

Course Requirements (School Board Policy 217):

Students must complete a minimum of 26 credits to qualify for a diploma from Saucon Valley School District. Graduation credits are those earned by completing courses while enrolled in SVHS.

English	Minimum 4.0 credits
Social Studies	Minimum 4.0 credits
Math	Minimum 3.0 credits
Science	Minimum 4.0 credits
Health / Physical Education	Minimum 1.5 credits*
Career Exploration	Minimum 0.5 credits
Electives	Minimum 9.0 credits
TOTAL CREDITS	Minimum 26.0 credits

Grading System (School Board Policy 217):

Grade Point Average (GPA) will be calculated at the end of each marking period and will be printed on the official transcript. Some post-secondary institutions often use the combination of the student's GPA and score on the SAT or ACT along with other selection criteria unique to the institution in making admissions decisions. Students who receive a letter grade of "A", "B", or "C" in a weighted course will be awarded additional grade points. The table below represents the weighted and non-weighted point values for full credit courses. Dual Enrollment courses do not count towards GPA or class rank, but do count towards credits.

GRADE	NUMERIC RANGE	STANDARD GRADE POINTS	HONORS GRADE POINTS	AP GRADE POINTS
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
F	55-69	0.00	0.00	0.00
F-	54 or less	Not eligible to attend Summer Learning Academy		

Progress Reports:

Report cards are issued four times a year, at the end of each quarter. Every mid-quarter, the faculty gives notices to students who are in danger of failing a particular subject as a means of warning them in time to correct the situation. Parents are encouraged to contact teachers by phone or email to check on a student's progress or schedule a meeting with Teachers and/or the Guidance Counselor. To reach a teacher's voicemail box, call (610) 838-7001 and a secretary can assist you. Teachers' email addresses can be accessed through the District Website. In addition, parents may contact their student's Guidance Counselor to learn how to access the student management computer system known as *PowerSchool*.

Honor Roll:

Honor Roll is posted on a quarterly basis.

Honor Roll criteria are as follows:

Highest Honor Roll	4.0 or above quarterly GPA
High Honor Roll	3.5 to 3.99 quarterly GPA
Honor Roll	3.0 to 3.49 quarterly GPA

Class Rank (School Board Policy 217):

Class rank shows students where they stand in comparison to their classmates. It is determined by the student Grade Point averages (GPA) with the highest GPA ranked number one and the rest in descending order. Class rank is computed at the end of every semester using students' final grades and the grade point system described under "Grades." Class rank is indicated on students' transcripts and is often an important criterion in college admissions.

Honors Graduates:

Seniors ranked in the top ten percent (10%) of their class at the end of the year will be recognized as honor graduates. They will receive an honors medal and be seated in the front row in acknowledgement of their academic achievement at the graduation ceremony.

Course Advancement (School Board Policy 215.1):

1. Qualification:

- A student must maintain an average of 85% (B) in all prior courses of the academic discipline in which the challenged course resides; if no prior courses exist, this criterion is waived.
- In the case of physical education, a history of participation in a particular sport at an appropriate level is required, as is the completion of the season before an exemption can be awarded.
- A student attains a score of at least an 85% (B) on the final examination for the challenged course; the final exam will be constructed on the content standards deemed appropriate for the course.

2. SV Middle School Courses for High School Credit:

- Planned courses taken at SVMMS may be considered for graduation credit if equivalent to the SVHS course requirements. Courses for consideration are: Algebra 1, Algebra 2, and World Languages 1.
- The credit granted for a middle school course completion would count as an elective credit at the high school level and not subject credit.
- A request made by a parent/guardian must be requested at least 30 days prior to the effective change.
- High school credits earned at the middle school level may be included on an official high school transcript upon request and may be calculated into the student's GPA.
- Requests for change to a transcript shall be made 30 days prior to the effective date of the change.

3. Subject Credit and Advancement Guidelines:

- Students must earn subject credit for each course required for graduation.
- Subject credit may also be earned by successfully completing an exam.
- Subject credit earned by exam will not yield graduation credit but will fulfill the specific course requirement.
- Graduation credits to replace those that would normally be earned by taking the required course will be completed by any other different course worth the same number of graduation credits.
- If a student successfully advances, no credit will be assigned for the eliminated course nor will the eliminated course be used for ranking purposes; the student simply advances to the next level of the course; if no course exists, the principal will assign an independent study except in the case of physical education where the student will be required to choose any available elective. The advanced course will then be counted towards graduation credit.
- Students who wish to opt out of a course must take the examination 20 days prior to the beginning of the semester in which the challenged course is offered. The principal must be notified 20 school days prior to the scheduling of the examination.
- The student may opt out of only 1 course per semester.
- Courses with a laboratory, shop, or performance component cannot be challenged unless a similar component is included in the examination.

Credit Recovery (School Board Policy 215.1):

When a student is at least one semester behind their peers in credits obtained for graduation, they may request permission to take courses outside of the institution in order to recover credits to qualify for graduation. Approval of the credit recovery courses shall be within the District guidelines at approved institutions and at the expense of the parent and/or student. Approval of credit recovery will occur on a case by case basis in specific circumstances. Permission must be granted before a student may take a course for credit recovery.

Students Repeating a Course:

If a student fails a course, the course can be repeated. Course credit will be awarded once the student successfully completes the course. If a student passes a course, the course cannot be taken again without an appeal to the principal. Credit will only be given once for a course. If a course is repeated, the student may, upon request in a letter to the principal, have the original grade excluded in the calculation of the GPA. However, both courses will be recorded on the transcript.

Summer School (School Board Policy 124):

Students who fail an English, Social Studies, Science or Mathematics course should make up the credit during Summer Learning Academy. This is particularly important for students who attend Bethlehem Area Vocational-Technical School as there is insufficient room to repeat courses in a vocational-technical schedule. Some elective courses may be available for Summer Learning Academy based on enrollment. A student must have earned a 55% to be eligible for Summer Learning Academy. Summer Learning Academy is currently offered as a cyber-school option only; please see the Counseling Office for more details.

NOTE: A fee is charged for each course taken during the Summer Learning Academy session, and is the responsibility of the student and their family.

Independent Study (School Board Policy 118):

Through Independent Study students may expand their knowledge of a particular subject of personal interest beyond the scope of the regular curriculum. The student's self-directed inquiry, investigation and/or production will enable them to support or refute whatever hypotheses they have developed with the help and advice of a faculty mentor. Students who wish to undertake Independent Study should first contact their Guidance Counselor at least one quarter before the proposed project would take place. The Independent Study cannot replace a required course and must be beyond the scope and sequence of the regular curriculum. The student is responsible for engaging a faculty member as their sponsor and creating a proposal that includes: credit value, methods of assessment, timelines and milestones, and a department chairperson review. The Guidance Counselor will provide the student with specific details and feedback. All proposals must be approved by the Building Principal, Superintendent and School Board.

Dual Enrollment (School Board Policy 217):

College courses taken while a student is in SVHS will count for credit but will not be calculated in the GPA.

Request to Graduate Early (School Board Policy 217):

The fourth year of high school shall not be required for graduation if the student has completed all other requirements for graduation. A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution or when lawfully employed part-time, provided that all graduation requirements have been met.

Note: Students who elect to graduate early are ineligible to participate in athletics and extracurricular activities beyond their graduation date.

Course Scheduling Procedure:

- In January, the school counselors will begin the course scheduling process for the following year. Students should access the [Program of Studies](#), a course registration form and their *PowerSchool* login information.
- Students should work with their Guidance Counselor and Teachers, in conjunction with referencing their Education and Career Plan (ECP) when scheduling courses for the upcoming school year.
- Parents can view student's requests with their *PowerSchool* access.
- The Administration and Guidance Counselors must have accurate counts in course sections prior to the start of the year because it is the number of students signing up for each course during the registration process that will determine how many sections of the course are placed into the master schedule.
- The number of course sections directly determine teacher instructional assignments at the high school for the coming school year.
- It is imperative that students thoughtfully consider their course selections at the time of course registration so that their original selections are the courses to which they will be committed in the next school year.
- Once course requests are generated, a Master Schedule will be created based on student requests.
- The school reserves the right to cancel or postpone courses due to insufficient enrollment, lack of physical facilities, or unavailability of teaching personnel.
- After the computer generates a schedule for each student the Guidance Counselors check it for accuracy.
- On occasion a student's request will not be fulfilled because the class is full, it does not fit into his/her schedule, or it is not running. When this happens, the counselor will give the student a course that is available at that time.

Schedule Change Process:

- There will be fewer options available to the student if changes are requested once the master schedule is set.

- Not all change requests can or will be honored due to lack of course availability, student/class ratios, teacher assignments or if the request is not being made for a sound educational reason.
- However, if circumstances change after the time of course selection, students must contact their counselor via a [course request form](#) to request a change. The school counselor will discuss the availability of classes and decisions will be made in the best interest of the student.
- Once the school year begins, the expectation is that students will honor their schedules.
- Only changes that are educationally based will be considered.
- Students should discuss any schedule change with their teacher BEFORE contacting their Counselor.
- A schedule change request will be evaluated based on the appropriateness of the change.
- If approved, students may withdraw from a course and add an alternate credit course during the **first eight days of a semester-long or year-long course.**
- Students may withdraw from a **0.5 credit course with approval during the first five days of the course.**
- **A 0.5 credit course may not be dropped after the fifth meeting of the course.**
- Students in a year-long course need to meet with their teacher, parent, and Counselor to discuss any change in schedule due to the length of the course and impact on credits.
- SVHS offers 2 options for students who request to withdraw from a course after it is underway past the eighth day of the course.
- The student must schedule an alternate course available in that same time slot; and the change must have the approval. No credit will be awarded for a changed class.
- A "WP" (withdrawal/passing) will be recorded on the student's transcript if the student is permitted to drop the course per the decision of the schedule change committee (including the teacher's input). The student's average at the time of withdrawal is passing and no greater than a 75% after completing multiple tutoring sessions with the teacher. No credit is awarded for a WP.
- A "WF" (withdrawal/failing) will be recorded on the student's transcript if the student is permitted to drop a course per the decision of the schedule change committee (including teacher's input) with a failing average at the time of withdrawal after completing all assignments and attending multiple tutoring sessions. No credit is awarded for a WF.
- Placement into the appropriate level of a course is very important. Our faculty has found that students who meet the published prerequisites are most likely to be successful in the course. Students are expected to be challenged yet not frustrated. If a student does not meet a prerequisite the student and parent are asked to explain in a letter to the principal the desire to have the prerequisite waived. Having the prerequisite waived will be based upon the principal's review of previous classroom performance, test scores and other standardized data.

Final Exams:

Rationale: The amount of material that students know, understand, and retain for use in subsequent coursework and testing will be increased if students study progressively and are asked cumulative questions on periodic tests to provide feedback on their comprehension and retention. Final exams will be given to all students. They provide a means of evaluation, provide new learning, provide a summary of their learning, and will prepare the college-bound students for their college experience.

Final Exam Senior Privilege: Senior students with an overall course average of 93% or above during the final exam testing window may be exempt from taking the final exam for that course. All students are required to take midterm exams. Senior Privilege is not applicable for AP courses.

Attendance for Midterms and Final Exams: Attendance for midterms and final exams is mandatory. Failure to report for a final exam without a medical excuse or advance permission from the building principal may result in a 0 for the exam grade.

Exemption from Instruction (School Board Policy 105.2):

The Saucon Valley School District will excuse students from specific instructional units or lessons when this instruction conflicts with religious beliefs and/or moral principles of the parent(s), guardian(s), and/or the pupil. All requests must be made in writing and detail the specific instruction from which the student is to be excused. The written excuse must be sent to the building principal. It is the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. The parent/guardian may request suggested replacement educational activities but must be consistent with the goals of the class and achieve the academic standards necessary for graduation.

Remediation:

Students who have a failing average, less than 70%, in any class, or need assistance in any class are encouraged to attend remediation sessions with their classroom teacher. Sessions should be scheduled with your teacher in advance. Any student attending remediation should ensure that they have transportation by 2:50pm.

Homework Requests and Make-Ups:

It is the responsibility of the student to arrange for completion of make-up work if a student misses class. It is the student's responsibility to contact the teacher in order to make these arrangements.

NCAA Eligibility:

All student athletes interested in continuing their athletic careers at the collegiate level (Divisions I and II only, Division III is not affected) must familiarize themselves with NCAA Eligibility rules and requirements, as high school course selection can have an impact on future collegiate academic eligibility. Student athletes are advised to begin planning early in their high school careers in order to meet NCAA requirements, which are found in detail within the [SVHS Program of Studies](#). It is the student athlete's responsibility to be aware of NCAA requirements.

Please contact your coach, the Athletic Office, or your Guidance Counselor, if you have any questions.

Bethlehem Area Vocational Technical School:

BAVTS has the goal to enhance curricular choices for all students. Saucon Valley High School proudly partners with Bethlehem Area Vocational Technical School (BAVTS) to offer hands-on experience and application based specialized skills in a variety of career clusters. First year students attend AM and second and third year students attend PM. For more information contact your Guidance Counselor or visit the [BAVTS website](#).

2022-23 Standardized Testing Dates:

- PSAT/NMSQT – The PSAT will be offered in October, 2022 for all students in Grades 9-11. More information will be sent out through announcements.
- SAT – See www.collegeboard.com for dates and to register
- ACT - See <https://www.act.org/content/act/en.html> for dates and to register
- AP Testing - The AP testing window runs from May 1, 2023 - May 12, 2023. See <https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates/2023-exam-dates> for individual exam test dates
- Keystone - The designated Keystone testing windows for this year from the state are:
 - Winter Wave 2 - January 4th - 18th, 2023
 - Spring - May 15th - 26th, 2023

Senior Privilege:

Due to Covid-19 health and safety concerns for the past two school years, seniors had been offered the option of a “senior privilege”. Seniors who were meeting their graduation requirements were allowed to take a maximum of two blocks off with the permission of their parent/guardian. Seniors were to maintain three courses each semester and permitted to leave the building during the time they were not scheduled in a course. Currently, Seniors will have the opportunity to schedule their senior privilege for the 2022-23 school year based on the following requirements:

1. At the end of their Junior year, the student must be on track to meet the graduation requirements for course work, Keystone Pathway, and career requirements.
2. Students who wish to participate in senior privilege must register as a course request. Administration will review the requirements listed above and will determine eligibility.
3. Students who do not meet the requirement will be required to carry a full schedule. Students may be re-evaluated after the first semester.
4. During Senior year, the student must maintain passing grades in all of their scheduled subjects, must not receive any suspensions, and must be in good standing with attendance to continue qualifying for Senior Privilege.

5. Students who start the year with senior privilege but during the semester do not maintain the qualifications will be required to pick up classes to fill their schedule at the next break (quarter or semester) and will be required to stay in the building and complete school work until the next break.
6. Students who have Senior Privilege during the school day are required to either Swipe out at the attendance office or complete course work in the Main Lobby. Students are not to be wandering the building or in any other location in the building. Students who do not comply with this may receive disciplinary consequences and/or removal of Senior Privilege.

ATTENDANCE

Attendance Policy and Procedures (School Board Policy 204):

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's school is to help students learn to understand and recognize the value of punctuality, engagement, and regular attendance. Research points to regular school attendance as a positive influence on the success of our students in school. The philosophy behind the policy is to promote responsibility and to increase the potential for our students to be successful in school and in all future endeavors. School attendance is the primary responsibility of the parent/guardian and the student. In 1911, the Pennsylvania state legislature enacted a *Compulsory Attendance Law* that requires children between the ages of 6 and 18 to attend school. An absence from school will only be considered excused if it is for one of the following reasons:

- Illness/Injury/Quarantine
- School sanctioned activities
- Required court attendance
- Family emergency
- Bereavement/Funeral for Immediate Family Member
- Religious observances
- Approved absences by the administration (ie. Ed Trip)
- Doctors appointments

All of these listed absences require written documentation, from the parent/guardian and/ or doctor, to be submitted to the Attendance Office within three (3) days of return to school following the absence. Please Note: The mere fact that a parent/guardian provides an explanation for the absence does not qualify the absence as excused.

Returning Absence Excuses:

- Absences will be recorded as unexcused/unlawful until the district receives a written excuse explaining the absence, to be **submitted within three (3) school days of the absence.**
- Signed parent excuses or medical excuses should be submitted to the Attendance Office or may be e-mailed to the attendance secretary at:
hs-attendance@svpanthers.org

Unexcused Absences:

Any student under the age of 18 who has three (3) unexcused absences in a school year will also be referred to *Northampton County Truancy Prevention Program* and may appear before a truancy officer for an informal hearing. **Any subsequent unexcused absences will result in the creation of a School Attendance Improvement Plan (SAIP) and the issuance of a truancy citation through the local magistrate.** The creation of a SAIP will occur and a SAIC (School Attendance Improvement Conference) will be required.

Cumulative Absences (10 or more):

Any student who accumulates more than ten (10) lawful absences verified by parental notification within a school year, not including pre-approved educational trips, shall be required to supply a medical doctor's note for any subsequent absences. Each note should include why the child could not attend school and the specific dates of the child's absence(s). A letter will be sent to a parent/guardian informing that a doctor's note will be required for all future absences for those who exceed 10 days of lawful absences. Failure to submit a doctor's note will result in any additional absences being documented as unexcused/unlawful.

Truancy (ACT 29, CHAPTER 11 - SEC. 11.3, REVISED November 2016):

The latest truancy law raises the fine to parents and students for truancy to \$300.00 and requires parents to pay court costs and/or be sentenced to complete a Parenting Education Program. Under the Act, both the truant child and the parents would have to appear at a hearing before a District Justice. If the parents are found guilty, and do not pay the fine and court costs, they can be sentenced to five (5) days in jail. If the parent is not convicted and the child continues to be truant, the child will be fined up to \$300.00 and court costs or they will be assigned to an *Adjudication Alternative Program*. Other provisions of the Act allow a District Justice to suspend a sentence given to a parent or child if the child is no longer habitually truant.

Morning Attendance/Tardies:

Students are required to be in homeroom before the bell rings at 7:35 a.m. Any student arriving to homeroom/school AFTER the homeroom bell has rung is considered late/tardy and MUST report to the Attendance Office & be recorded as late to school at which time they will obtain a pass in order to report to HR/class. Any student who is tardy to school more than five times in a semester will receive a detention for each subsequent tardy after the fifth tardy in a semester. It is the student's responsibility to attend all issued detentions.

Any student who arrives to school after 9:30 a.m. will be considered absent for one half of a day (AM); any student who arrives after 11:00 a.m. will be considered absent for the whole school day.

Early Dismissal Procedures:

Students who need to be excused from school before the end of the regular school day (2:17 pm) MUST come to the Attendance Office BEFORE Block 1 begins. The student must bring a note signed by the parent/guardian to the Attendance Office. The note must state the date, time and reason why the student will be excused. When returning from an appointment, it is required that the student have written documentation of the visit. The student will sign out before they leave and sign in after they return. Students are not permitted to leave the building during the school day unless they have written permission from a parent/guardian and have permission from the office.

Sent Home by School Nurse:

If the school nurse does not feel that it is medically necessary to send a student home and the parent chooses to take the student home, a doctor's note will be required or it will be considered an unexcused/unlawful absence. Students sent home by the nurse may not participate in school activities without a doctor's note.

Educational/Family Trip Guidelines (School Board Policy 204.1):

Saucon Valley School Board believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the district. In accordance with School Board Policy 204.1, family trips for educational purposes and educational tours are considered excused absences. **Please note:** according to state law, family vacations cannot be classified as legal absences, therefore will be reflected as days absent from school for your child even if classified as excused. Parents may be served a "Legal Notice of Absences" if the absence from school is for three (3) or more days. Absences from school for ed/family trips will be considered unexcused, unless the trip can be judged educational in nature by the building administration. **We respectfully request that trips be avoided during the scheduled state & local testing dates. Testing dates appear on the school calendar. Please use this as a reference when planning a vacation. (See District Calendar)**

- **A Request for Approved Absence Form can be secured from the Attendance Office, District Office or our website:**
<https://www.svpanthers.org/site/Default.aspx?PageID=129>

Parents who plan to take their children on an educational/family trip while school is in session may request an excused absence for the student if the following conditions are met:

1. The student's parents/guardians submit to the office a written request for the excusal on a district form **at least (5) school days prior to the trip.**
2. The student's participation on the trip/tour has been approved by the school administration.
3. The student or parent presents to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence at least three (3) school days prior to the first day of student absence.
4. The parent accepts total responsibility for the education of the student during the period of absence. The parent recognizes that classroom experiences cannot be duplicated and the absence could place that student at an academic disadvantage. Such responsibility includes, but is not limited to, monitoring the completion of all assignments and their submission to the teachers on the first day the student returns to school.

The Board may limit the number and duration of trips/tours for which excused absences may be granted to a student during the school term.

COUNSELING DEPARTMENT

Mission Statement:

The mission of the high school counseling department is to provide a comprehensive program addressing the personal/social, academic and career development of all students. Students are seen at least three times a year by their Guidance Counselor to review their educational plan, review credits for graduation and help them set goals for their future.

Students may make an appointment to see their Guidance Counselor as the need arises.

Please visit the [Counseling Office on our website](#) for information regarding Career and College preparation, special programs, registration deadlines for PSAT/SAT, scholarship and financial aid information as well as a list of helpful websites.

College Planning:

College Visits:

Students are permitted up to **three (3) excused absences** for college visits. Students must ensure that they:

- Provide a note from parent/guardian detailing college visits.
- Obtain a note from the Admissions Office of the college indicating a completed visit.
- Return the form to the Guidance Counselor and Attendance Office.

Early College Admission Guidelines:

- SVHS believes there is value in completing senior year of high school however; some students will be eligible to attend college on a full-time basis senior year. Refer to Board Policy for guidelines.

Letters of Recommendation:

- Students are responsible for requesting and obtaining letters of recommendation from teachers.
- Students should provide teachers with a reasonable time frame to complete the letters of recommendation.

Transcripts:

Colleges and Universities will want **official** high school transcripts. This means the transcript must be mailed directly from our office to the college. It cannot be given to the student or parent. **Unofficial** transcripts are available to students. Students who want an unofficial transcript should make their request to their counselor at least *three days in advance*. Your transcripts include all courses taken in high school and your final grade in each course as well as the credit value. A student's cumulative GPA and class rank are also included. Keystone scores may be listed.

STUDENT CODE OF CONDUCT

Discipline Philosophy:

In order to maintain a positive learning environment, the SVSD has an obligation to provide fair and consistent guidelines for handling inappropriate behavior, while recognizing the needs and rights of all parties involved, within the confines of the law. Discipline in secondary school is designed to help students learn how to behave and function as good citizens within the larger school environment. Discipline is not just about consequences, but also about teaching and learning. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment. We expect students to demonstrate respect for people, property, and an orderly school/classroom environment. We teach, model, and encourage appropriate conduct. School rules govern student conduct on school property, buses, and at all school-sponsored events or while representing Saucon Valley School District.

Schoolwide Positive Behavior:

School-wide positive behavior intervention (SWPBIS) is a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. SWPBIS is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and bathrooms). This behaviorally-based framework is used to enhance school behavior by improving the link between research based practices and the environments in which teaching and learning occurs.

Behavioral Expectations:

Saucon Valley High School has five behavioral expectations which spell out the acronym CLAWS.

Courtesy

Leadership

Accountability

Willingness (Acceptance)

Safety

Students are taught the expectations at the beginning of the school year and are positively acknowledged for appropriately adhering to the expectations.

Students who chose not to adhere to the expectations, are given opportunities to correct their behavior through a variety of consequences/corrective actions through the Student Discipline Code.

Student Discipline Code:

The purpose of the *Student Discipline Code* is to provide consistent, reasonable, fair and equitable treatment for all parties involved in discipline matters. A discipline policy is a vital ingredient of an educational system and should do the following:

- Foster responsible behavior and self-discipline
- Ensure the rights and personal dignity of others
- Promote cooperation between the home, school, and community
- Define minor and major offenses
- Provide appropriate disciplinary options
- Protect and maintain public and private property
- Comply with federal, state, and local laws

This code governs all behavior in school, on school property (including school buses), to and from school, and at school activities. Violations of the code will be referred to administration. A **referral/log entry** will be completed for all disciplinary referrals. It is to be noted that the penalties listed below are **guidelines** for discipline; the administrators retain the discretion to apply another penalty if the situation warrants it. Violations of expectations of the Code of Conduct may result in, but are not limited to, **Verbal Warnings, Parent/Guardian Conferences, Lunch Detentions, Alternative Learning Assignments, After-School-Detentions, Hallway Restriction/Escort, Bus Suspensions, Restitution, Loss of Privileges (including Senior Privilege), In-School Suspension, Out-of-School Suspension, Expulsion, Police Notification**. In addition to any consequences received, supportive services may also be provided to assist in correcting behavior. This may include, but is not limited to, referral to Student Assistance Program, referral to inclusion in supportive groups (ex. smoking cessation, conflict resolution, coping skills), facilitated mediation, referral to Tier II (Check-In/Check-Out program) or Tier III (RENEW) behavior interventions.

Alternative Assignments (Behavior Modification Lessons/Reflections):

Alternative learning assignments may be assigned to assist in reteaching student learning expectations and/or to reflect on a student's actions. These assignments may be given in isolation or in addition to detention, ISS and OSS. Failure to complete these assignments may lead to additional consequences.

Lunch Detention:

Lunch detentions will be held in the Lunch Detention/ISS Room. Students will report to the Lunch Detention/ISS Room on their scheduled days. Students are to bring their lunch to the assigned lunch detention room. The student may complete school work during their lunch detention. However, students are prohibited from using electronics during lunch detention. Failure to comply, may result in additional consequences.

After-School Detention:

After-school detentions will be held from 2:20 pm to 2:50 pm. Students must not be late but if so must have a written pass/e-Hall pass. **Transportation home is the responsibility of the student/parent. There will be no transportation provided by the school.** Students may be given a minimum of 24 hours notice so that alternate transportation arrangements can be

made. It is the responsibility of the student to notify their parents/guardian of their assigned detention. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. **Student detentions will NOT be excused for work-related reasons unless the employer contacts the high school 24 hours in advance for emergency reasons only. Doctor's notes are the only exception for a student to miss detention. The detention will be rescheduled for the following school day upon receipt of the note. Being on an athletic team or in a school activity is not a valid excuse.** Students are required to bring school work with them to be completed during detention time. If school work is not brought to detention, then remedial work may be assigned and must be completed fully in order for the detention to be considered fulfilled. Student reflection sheets/behavior modification lessons may be assigned during detention. No electronics will be permitted during detention. Failure to comply with detention expectations may result in additional consequences.

Missed/skipped detentions will result in the following consequences:

- o First missed detention: Warning and Rescheduled Detention
- o Second missed detention: 2 Detentions assigned
- o Third missed detention: 1 Day ISS & Parent Meeting

In-School Suspension (ISS):

An ISS is a consequence that allows the student to remain in school under the supervision of professional staff. ISS forbids the student from participating in any school activity or sporting event until the following school day that the ISS has been served. ISS is held from 7:35am to 2:17pm in a structured environment away from the student population. A student who serves an ISS must leave school property by 2:25pm and may not return that day. Any work assigned in ISS is expected to be completed during the assigned suspension (including any behavior modification lessons and/or reflections). If the student chooses not to complete the work, the teacher may apply a grade of zero at his/her discretion. Any student who chooses to leave ISS without permission may be assigned additional days of in-school or out-of-school suspension.

Out-of-School Suspension (OSS):

An Out-of School Suspension precludes the student from participating in any school activity for the duration of the suspension. In addition, the student cannot be on school property for the duration of the suspension and will be cited for trespassing if they violate this. During the suspension, parents/guardians may request of the Main Office or school counselor that assignments be put together for their student, and those assignments can be picked up by the parents/guardians in the Main Office between 2:25pm and 3:15pm. Out-of-school suspension automatically results in a loss of driving privileges for a school quarter every time that an out-of-school suspension is assigned to the student. Fines and costs may be levied for offenses such as truancy, tobacco related offenses, vandalism, fighting, or acting in a manner that might require the school to contact the law enforcement authorities.

Discipline Levels of Behavior & Definitions:

Behavior Definitions: Please note, this list is not exhaustive. Any behavior which violates the SVHS expectations may constitute a referral to administration and possible consequences.

Level I (Minor): Description of Behavior:

These are student misbehaviors that impede orderly classroom procedures or interfere with the orderly operation of the school and/or school-sponsored activities. Failure to comply with Level I (Minor) Behaviors may result in consequences such as a verbal warning, parental contact, alternative assignments, lunch detentions, and/or after-school detentions. Additional consequences may be issued for repeated violations of Level I Behavior.

Level I Minor Behaviors of Concern	Minor behaviors of concern will result in Level I consequences. Please note, after three minor referrals for the same behavior, a major referral will be issued and additional consequences may be imposed for insubordination.
Bus Concern (Minor)	Minor infraction of the bus rules (delineated in the student handbook in the section entitled "Bus Information") and/or other infractions outlined in the discipline code.
Cell Phone Accessibility During Instructional Time	Cell phones are to remain off and away during instructional time to maximize engagement with student learning. Students who have their cell phone out/visible during instructional time without faculty approval will be reminded to put the device away. Refusal to put the device away or continued violation will result in an automatic major referral for Insubordination.
Cheating on a Homework or Classwork Assignment	Student copies or shares homework or classwork. A student who engages in cheating on a homework or classwork assignment will receive a 0 for the assignment and a minor referral.
Defiance (Minor)	Student engages in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect (Minor)	Student directs rude, impolite, words or actions toward staff member or peer (includes mumbling remarks under breath).
Disruption (Minor)	Student interferes with classroom instruction/learning or school routines with words or actions.
Failure to Follow Pass Procedures	Failure to obtain a pass from a faculty or staff member to go to desired location through e-Hall Pass; being in the hallway without being signed in to e-Hall Pass; failure to see a teacher who provides you with a pass (e.g. labs & tutoring); leaving the cafeteria without prior permission.
Inappropriate Language	Student uses inappropriate language without malicious intent (excluding harassment language which is considered a Level III/Major Behavior).
Loitering	Student loiters in unauthorized areas including hall, auditorium, cafeteria, or lavatory.
Physical Contact/Horseplay	Student engages in minor inappropriate physical contact including, but not limited to minor horseplay and public displays of affection.
Property Misuse	Student exhibits careless handling of school property.
Tardy	Student arrives late to assigned location without a pass.
Unprepared for Class	Student fails to bring necessary materials to class.
Violation of Electronic Device (Minor)	Use of any electronic device (including headphones/ear buds/ cell phones, etc.) in areas of the high school building other than halls or lunch or otherwise allowed by staff.
Other Minor Misbehavior	Misbehaviors that cause disruption or are off-task during the school day. Examples include, but are not limited to, making loud noises, unmitigated sleeping, being inattentive, unauthorized parking, library misconduct, class misconduct.

Level II (Major): Description of Behavior:

This type of misconduct is more frequent or more serious in nature and tends to disrupt the learning climate of the school. Failure to comply with Level II Behaviors may result in consequences including lunch detentions, after-school detentions, bus suspensions, hallway restriction/escort, alternative assignments, restitution, loss of privileges, and both ISS and/or OSS.

Level II Major Behaviors of Concern	Level II major behaviors of concern will result in Level II consequences. Based on the nature of the infraction, the behavior may rise to a Level III or Level IV infraction.
Cheating	Student copies or shares assessments. A student who engages in copying or sharing an assessment (including projects) will receive a 0 for the assignment and a major referral.
Cutting Class	Student arrives late (15 minutes), leaves, or misses class with out permission.
Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Cutting After School or Lunch Detention	Student does not attend after-school or lunch detention when assigned. Consequences will include the detention being rescheduled and a warning issued. A second failure to attend the reassigned detention will result in two detentions assigned. Failure to attend the two reassigned detentions will result in ISS and a parent conference.
Disrespect (Major)	Student directs socially unacceptable words or rude, dismissive comments or actions (including cursing) toward a staff member or peer.
Disruption (Major)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
Forgery	Student signs a person's name without that person's permission.
Level I Unmodified Misbehavior	Continuation of any Level I misbehavior previously addressed by a teacher or administrator.
Minor Verbal Altercation	Verbal conflict by two or more parties.
Out of Bounds Location	Student goes to an area outside of school boundaries (outside the high school building) without permission by faculty or administration, but remains on campus.
Peer to Peer Misconduct	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting or on a school electronic device.
Plagiarism	Student takes credit for someone else's work or ideas. This will result in a 0 for the assignment and a major referral.
Safety Concern	Student intentionally creates a safety concern. This may include, but is not limited to, leaving outside doors propped open, unintentionally putting oneself or another at risk of harm.
Theft	Student possesses or passes on someone else's property. Depending on the nature of the violation, this may also be a Level III violation.
Vehicle Code Violation	Infraction of any of the rules delineated in the student handbook in the section entitled "Automobile Policy".

Level III (Major): Description of Behavior:

This misconduct involves acts that result in violence or damage to another person/persons or property or that pose a threat to the safety of others in the school. Infractions include a continuation of Level I and/or Level II violations, which have failed to be curtailed through previous consequences. These acts often are criminal and/or are so serious that they always require administrative action that results in the suspension of the student from the school, intervention of law enforcement authorities, and possible expulsion by the Board of School Directors.

Level III Major Behaviors of Concern	Level III major behaviors of concern will result in Level III consequences.
Abusive Language	Aggressive use of words to attack a student or staff member in order to demean, belittle, incite, anger, or otherwise provoke.
Bullying	Student seeks to harm, intimidate, or coerce someone perceived as vulnerable through electronic, written, verbal, or physical means in or outside the school setting. Please reference the Bullying policy (Board Policy 249) for additional information.
Conduct that Presents Danger to the Health and Welfare of Others	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc.)
Fighting	Student mutually participates in an incident involving physical violence.
Harassment/Intimidation	Any verbal, written, graphic or physical conduct when such conduct 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, or has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. Please reference the Harassment Policy (Board Policy 103) for additional information.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal or physical contact of a sexual nature with another person.
Insubordination	Student refuses to comply with a reasonable request issued by school staff for the benefit of maintaining a safe and productive educational environment (this may include examples such as refusal to put away a cell phone during instruction).
Leaving School	Leaving school grounds without permission from a staff member before the end of the student's school day.
Level II Unmodified Misbehavior	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, horseplay which creates a dangerous safety concern, etc.).
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property. In addition to school consequences, and any potential police involvement, student will be required to pay for any damages incurred including replacement costs.
Reckless Endangerment	Any act that creates a substantial risk of serious physical injury to another person.
Sexual Harassment	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment. Please reference the Title IX policy (Board Policy 103.2) for additional information.
Technology Violation (Major)	Circumventing the network firewall or network filtering and interfering with the operation of the

	computers, the network or the school's Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "Viruses", "chain-letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content, or creating any other situation which deters from a positive learning environment.
Terroristic Threats Excluding Bomb Threat	Committing an act for the purpose of terrorizing another or of causing panic or fear.
Theft	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
Threatening School Official or Student	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family during school hours and on school property.
Trespassing	Unlawful entry by a person into private property or area within the building without permission; or being on school property while on OSS.
Use or Possession of Tobacco Products including e-cigarettes and e-cigarette Products	Possession of tobacco or smoking paraphernalia in or on school property. Possession of tobacco, smoking paraphernalia, or use of any form of tobacco or vape product on school property. In addition to suspension, students will be cited for possession on school property. Please reference the Tobacco Policy (Board Policy 222) for additional information.

Level IV (Major): Description of Behavior:

This misconduct is illegal. These acts are criminal and/or are so serious that they always require administrative action that results in suspension. Intervention of law enforcement authorities is possible, as is expulsion by the Board of School Directors.

Level IV Major Behaviors of Concern	Level IV major behaviors of concern will result in Level IV consequences.
Bomb Threat	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
Possession of a Weapon	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. Please reference the Weapons Policy (Board Policy 218.1) for additional information.
Possession / Use of a Controlled Substance or Lookalike	Possession or use of controlled substances in or on school property or at school-sponsored events. Please reference the Tobacco Policy (Board Policy 227) for additional information.
Simple Assault	Intentional physical contact of another person without retaliation.

Additional Disciplinary Guidelines:

- Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
- Restitution must be made whenever property damage, vandalism or theft takes place.
- The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
- The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include athletic events, field trips, proms, class trips, and dances.
- All disciplinary action that results from end-of-the year violations of the Code of Conduct must be served before final exams are taken.
- Senior students must complete all detentions or any other consequences, prior to obligation day.
- Suspended students may not be on school grounds at any time during their suspension until the following school day. This includes before and after-school activities.

Hearing/Right of Appeal: Informal Hearings:

The building administration in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible. No student may be suspended without notice of the reasons for which they are suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended. When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Informal hearings under this provision shall be conducted by the building administration. If the complainant or accused is not satisfied with the building principal's decision, they may file a written appeal to the Superintendent.

Hearing/Right of Appeal: Formal Hearings

A formal hearing shall be required in all expulsion actions, unless both parties agree to mutually accept the terms of the expulsion prior to scheduling hearing. The School Board requires each hearing shall be closed to the public unless the student and/or the parent/guardian requests a public hearing. A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in their normal class, after an informal hearing, unless it is determined that the student would constitute a threat to

the health, safety, morals or welfare of others. Each suspended student involved in a formal hearing shall be restored to the regular educational program pending the outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses a danger to the student or others in the school community. Title 22 Sec. 12.8

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. Sufficient notice of the time and place of the hearing.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. The right to representation by counsel.
5. Disclosure of the names of witnesses and copies of written statements or affidavits of witnesses.
6. The right to request such witnesses appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.

Anti-Discrimination & Harassment:

It is the Policy of the Saucon Valley School Board to provide an equal opportunity for all students to achieve their maximum potential through the program offered in the District. Discrimination and harassment in any form is incompatible with the goals and policies of the District. Students are expected to demonstrate respect for all members and guests of the SVSD community. Any student exhibiting behavior that infringes through actions, language or symbols which is found to be prejudicial or discriminatory against individuals or groups by reason of their race, color, religious creed, ancestry, handicap, disability, gender, sexual orientation or national origin (any "protected classes") will be disciplined according to the SVSD Code of Conduct. All students should be familiar with the expectations of School Board Policies 103 (Nondiscrimination in Schools and Classroom), 103.1 (Nondiscrimination - Qualified Students with Disabilities), 103.2 (Title IX Nondiscrimination) and Policy 249 (Bullying/Cyberbullying).

Students who believe they have been subject to discriminatory and/or harassing behavior as defined by these policies are encouraged to file a complaint. The District takes such complaints very seriously and will investigate such claims promptly.

Student Searches (School Board Policy 226):

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

that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Dress Code:

- Footwear must be worn at all times and must be appropriate to the situation. Teachers have discretion for classroom situations such as Chemistry Lab and Ecology or any other classroom experience.
- All bags including backpacks and purses (large or small) are not to be carried throughout the building. They MUST be stored in lockers. A clutch bag the size of a small pencil case may be carried but may not contain shoulder straps. Exceptions will be made for medical reasons.
- Styles of dress and appearance, which infringe upon the rights of others and which are not mentioned in these guidelines will be dealt with on an individual basis by the administration.
- Adornments, which are decorations to clothing that are obscene, offensive, or degrading – such as symbols, designs, suggestive language, and references to drugs, alcohol, tobacco and violence may not be worn on school property.
- Hats, caps, bandanas or other head coverings that distract from instruction are not to be worn in the building and should be removed upon entry. Hats or other head coverings worn for cultural, ethnic, religious, health or other reasons shall be considered exempt from this rule. It is kindly requested that the parent/guardian and/or the student share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.
- In addition to the aforementioned criteria, the administration reserves the right to make decisions regarding the decency of student dress.
- **If inappropriate clothing is worn, the student will be removed from the normal school routine until appropriate clothing is acquired or brought to school by the parent. The student will be assigned to an In-School Suspension room until proper clothing is acquired.**
- **Any student who repeatedly violates the dress code will be referred to the office and will be assigned the appropriate disciplinary consequences. If dress code violations continue, the actions will be considered insubordination.**

Bus Information:

In order to provide for the safe and orderly transportation of students to and from school and special events, the following rules and regulations are promulgated with the health, safety and welfare of all students and employees in mind. The SVSD will strictly enforce these rules and regulations and expects the cooperation of students and parents in ensuring that student conduct on the bus and at the bus stop is of such a nature so as to assist the District in this regard. The SVSD does audio/videotape school bus runs.

Rules and Regulations:

1. Only articles that may be held on the student's lap or placed under the seat may be transported on a school bus.
2. Follow directions the first time they are given whether it is by the bus driver, bus monitor, teacher, chaperone, etc.
3. Be courteous, use no profane language, refrain from shouting on the bus or at the bus stop.
4. Eating, drinking and gum chewing are not permitted on the bus.
5. Keep the bus clean by placing any refuse in the receptacles provided.
6. Behave in a proper manner while a passenger on the bus and follow all applicable safety procedures provided by the District and/or bus driver. Inappropriate behavior includes, but is not limited to, standing in the aisle while the bus is moving, standing or kneeling on the seats, pushing and shoving other passengers, throwing items at the bus driver or at another passenger, fighting, shouting out windows, throwing items inside the bus or out of the windows, or damaging the bus or its equipment.
7. The SVSD is a smoke-free District. Accordingly, the possession and/or use of tobacco products on buses is strictly prohibited.
8. Stay in your seat at all times except when loading and unloading. Keep head, hands, feet, and articles inside the bus and to yourself.
9. Maintain proper bus stop conduct and enter and exit the bus in an orderly manner so as to protect the health, safety and welfare of yourself and others. Inappropriate bus stop behavior includes, but is not limited to, horseplay; profanity or other language and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.

Personal Electronic Devices (School Board Policy 237):

The Board prohibits the use of any electronic devices by any High School student during instructional times during the school day (from the beginning of Homeroom until the end of the last period), except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so. Students in the High School are permitted to use electronic devices during non instructional times including lunch periods, study halls, between classes, before school hours, and after school hours, so long as such use does not:

1. Disrupt school activities or instruction
2. Violate any other board or school policies
3. Violate state or federal law
4. Violate any of the prohibitions set forth elsewhere in this policy.

Students are prohibited from connecting to the School District's internet access without express authorization from a school administrator. Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extracurricular activities, and school sponsored trips.

Loss or Damage to Personal Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic devices as the result of a policy violation.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy. All confiscated electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense. Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

Hall Behavior & Passes:

All students are required to generate an eHall Pass, via their iPad, whenever a request is made to leave the classroom. When a student receives an e-Hall Pass, students are to travel directly from their location to the destination in which it was approved. Students are required to utilize eHall Pass in a timely manner. Student Hall Pass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

When passing in the corridors between classes, follow the one way flow of direction. Movement in the halls must be quiet and orderly. Keep the halls clean. A student is not permitted in the halls during class time unless they have signed out on e-Hall Pass. Should a student abuse pass privileges, a referral to the office will be made where disciplinary action may be taken.

The school community is not the place for prolonged public displays of affection. If students are addressed by an adult and told to move on to the next class or separate then this simple request must be followed. Refusal to abide by this request is considered insubordination and will result in an office referral.

OPERATIONS

Athletics & Activities:

Participation in co-curricular activities is an important part of a student's educational experience. They contribute toward the development of a "well-rounded" individual and can be a source of great pleasure. Your participation in activities becomes a part of your permanent high school academic record.

The activities program at Saucon Valley provides each student an opportunity to follow their interests and to encourage new ones. A carefully selected activities program will provide opportunities for self-expression, leadership, service, and enrichment in a regular instructional program. School rules and regulations apply to all activities and clubs, even when away from school such as athletic events, field trips, etc.

The following is a list of current opportunities available at SVHS:

<p><u>Athletics</u></p> <ul style="list-style-type: none"> • Baseball • Boys/Girls Basketball • Sideline Cheerleading • Competition Cheerleading • Boys/Girls Cross Country • Field Hockey • Football • Golf • Boys/Girls Lacrosse • Boys/Girls Soccer • Softball • Boys/Girls Swimming • Boys/Girls Tennis • Boys/Girls Track & Field • Girls Volleyball • Wrestling 	<p><u>Dramatics/Fine Arts</u></p> <ul style="list-style-type: none"> • Chamber Choir • Concert Band • Musical • Pit Band • Jazz Band • Marching Band • Concert Choir <p><u>Academics</u></p> <ul style="list-style-type: none"> • Debate Team • National Honor Society • Reading Competition • Scholastic Scrimmage • Global Scholars <p><u>Student Government</u></p> <ul style="list-style-type: none"> • Class Officers • SGA 	<p><u>Literary Groups</u></p> <ul style="list-style-type: none"> • School Newspaper • Yearbook <p><u>Clubs</u></p> <ul style="list-style-type: none"> • Aevidum • Calculus Math Club • Digital Photography • Environmental Club • FBLA • GSA • i-Team • Leo Club • Mini-THON • Robotics • SADD • Ski Club • SPIRIT Council • TV Studio • United Nations (Model UN) • UNICEF
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Automobile Policy:

Students may drive to school and park only in the student parking lot on the south side of the High School after registering their car in the Main Office. Registration will take place during the first week of school. If a student wishes to register their car during the school year, they should do so in the Main Office. A car tag will be issued after the following conditions have been met:

1. Completion of registration form
2. Proof of liability insurance
3. Presentation of valid Pennsylvania Driver's License
4. ***All outstanding debts are paid off prior to the issuance of a parking tag.***

A \$5.00 fee is charged to replace a lost parking tag.

Driving an automobile to school is a privilege, which is susceptible to revocation/suspension for any of, but not limited to, the following violations:

1. Excessive unexcused absences and/or tardiness to school.
2. Out-of-School Suspensions or frequent In-School Suspensions or cutting classes using vehicles.
3. Not parking properly in spaces: the front of the automobile facing the south side of the High School and the parking tag properly displayed on the rearview mirror.
4. Going to and/or moving automobiles during the school day without permission from the office.
5. Parking in spaces marked "Visitor," "Reserved," "No Parking Zones," "Handicap," and/or "Fire Zones."
6. Violation of traffic patterns and speed limit of 15 miles per hour, which are posted on school property.

Parking in the Middle School, Elementary School, Bus Driver's lot, High School faculty lot or Athletic Parking lots is not permitted during school hours.

If a student's driving privileges have been revoked or suspended, he/she is not to park on the school campus, nor is he/she to drive through the school campus.

Cafeteria:

Our school operates with three lunch periods scheduled during Block 4. Your lunch is determined by the class you are in during Block 4. **Lunch is considered a class; therefore, students must report in a timely manner.** Students may purchase lunch in school or bring one from home. **Ordering fast food is not an option.**

There is staff on duty in the cafeteria to supervise lunch periods. Everyone is to be responsible for his/her own area and clean up properly by the last ten minutes of the lunch period.

With hundreds of students eating together, the following regulations must be followed:

1. Use the book storage shelves outside the cafeteria to deposit belongings before entering the cafeteria.
2. Wait in line on a first-come/first-serve basis in an orderly manner.
3. Students are required to use their student ID cards to purchase lunch. Students may not use another student's ID to purchase lunch. ID cards without photos will not be accepted by the cashier.
4. Clean the area and discard the trash in the manner designated.
5. Do not leave the cafeteria or outside eating area until dismissed by the staff members in charge. **Cutting lunch is a class cut.**
6. No food or drink may be taken out of the cafeteria at any time or brought into the hallways from outside the school except for one's own lunch brought from home.
7. Students may not throw food or any other item while in the cafeteria.
8. Students are not permitted to go to their lockers during lunch. If books or any other items are needed, then they must be obtained prior to entering the cafeteria. A pass from a teacher must be presented to the supervisors in order to leave the cafeteria and work with said teacher.
9. Students must use the bathrooms adjacent to the cafeteria located across from the pool and must have permission by a staff member to use the bathroom.

Dances/Prom:

The following must be observed:

1. The persons attending the dance will be limited to students **who reside in the Saucon Valley School District** and their guest.
2. All guests must have a pre-approved guest form completed prior to the date of the dance & must provide ID at admission to the dance. All guest forms must be handed in 1 week prior to the dance. Guests may not be above the age of 20.
3. Those students who leave the dance will not be allowed to return into the building and must leave school property. The advisor(s), with the help of the custodians, will see that all doors are locked from the outside.
4. All school rules apply at dances.
5. If any disciplinary action is needed, students will be interviewed and if needed, parents will be notified and consequences may be imposed.
6. No student is to come to a dance or the prom under the influence of alcohol or drugs.
7. No student may not wear destructive clothing, jewelry, footwear, or other apparel that may cause damage to school property, or pose a threat to the health, safety, or welfare of the school community. Heavy gauge chains or choke collars may not be worn at any time.

Financial Obligations:

Financial obligations of students must be met promptly. Any materials and/or equipment lost, damaged or misused must be paid for by the student(s) responsible. If items are stolen, they must be reported to the Main Office immediately. All athletic equipment, band uniforms, musical instruments, textbooks, iPads, iPad accessories, etc., issued to students must be signed out at the conclusion of the season/course, the student must return any school issued equipment, at which time it is checked for damage or misuse.

- Each student who fails to turn in an assigned textbook, iPad, supplemental book, or any other equipment associated with academics/sports/musical/extra-curricular activities will be responsible for replacing it at full value deemed appropriate by the high school.
- Failure to turn in items that were lent to a student will result in a notification from the teacher/coach/director to inform parents.
- The student's name will be given to the Main Office to be placed on the Outstanding Debt list.
- Failure to pay for damaged or lost school property within two weeks following the end of a quarter or a semester may result in the following consequences to include but not limited to the **loss of driving privileges, participation in extracurricular activities and sports, class trip privileges and/or prom privileges.**
- **Any senior who fails to pay outstanding debts may lose senior privileges and/or will not be permitted to participate in graduation ceremonies.**
- Failure to pay for damaged or lost school property may also result in a referral to the district magistrate.

Fire/Emergency Drills:

Fire Drills:

Fire drills are conducted regularly throughout the school year. The fire alarm signal is the continuous ringing of the fire alarm bells in the corridor. Signs posted in all rooms designate fire drill routes. At the ringing of the fire alarm bells, students must leave their classrooms at the direction of the teacher and proceed immediately along the fire drill route. The lines should continue until far enough away from the building so that fire apparatus may function. These additional procedures will be followed at all fire drills:

- Silence should prevail during the entire drill.
- There should be no running during the drill. Walk briskly without hurrying.
- Students will **not** visit lockers in transit.
- An **attendance check will be taken** after exiting the building and upon re-entry.

ALICE Drills:

Staff and students in Saucon Valley are trained annually in the Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) response to emergency situations. ALICE represents a mindset shift away from the idea that locking down and hiding is the only way to respond to a violent incident. Instead, it takes a proactive options-based approach to responding to emergency situations.

Gymnasium & Natatorium:

The gymnasium and swimming pool areas are activity areas where precaution and general rules of discipline are extremely important.

1. Gym shoes **only** are permitted on the gymnasium floor, except for assemblies.
2. No one may use the gym or pool areas unless under the direct supervision of authorized personnel.

3. Bleachers are under the control of authorized personnel only. Students are not to open or close bleachers or folding doors at any time.
4. Food and beverages are not permitted in the gym or pool areas.
5. Other regulations pertaining to the gym and pool will be posted in the appropriate areas.

Health/School Nurse:

The Health Suite is located next to the Athletic Office. Our nurse is available in the building everyday. If you feel ill or have an accident, notify your teacher and the nurse will report to your classroom to assist you. The nurse may bring you back to the Health Suite to best assist you. When you leave the Health Suite, they will create an e-hall pass. **DO NOT go to the Health Suite between classes, but go to your next class and notify your teacher.**

Only first aid and emergency care are given at school. The nurse may not dispense aspirin or other medication, except on written order from a doctor, dentist or parent.

The nurse works closely with the Main Office & Attendance Office in checking your attendance. In the event of a serious accident, illness, hospitalization, or communicable disease, you should notify the Attendance Office. Except in emergencies, parents are responsible for transportation of an ill or injured student. All school accidents must be reported to the nurse, who gives first aid and emergency care and notifies your parent or guardian. The parent is advised to consult a family doctor for further treatment if necessary.

Insurance:

Each year our school offers a very reasonable cost insurance plan, which will protect students and parents from financial burdens, which might be created by an accident in school. It will pay the medical bills within the limit outlined in the policy. Insurance brochures, thoroughly explaining the policy, are given to each student early in the year. Subscriptions are not mandatory.

Library:

The library is open from 7:35-2:50 pm each full school day. Students may utilize the library during their lunches (with prior approval), after school, and other times with teacher permission. Students will be required to use eHall Pass to access the library. The library provides students with the print and electronic resources needed to complete school assignments and pursue personal interests. Electronic subscription databases and the library catalog can be accessed through the library's webpage both at school and from home. Passwords for the databases are provided in the library. Students should also visit the library for iPad troubleshooting and support. For a detailed description of the library's resources, policies, and procedures, please visit the library's webpage on the Saucon Valley High School website.

Lockers:

Freshmen and new students will be assigned lockers, **which they will use as long as they remain at SVHS.** Students must use the locker assigned and keep belongings in the book and coat compartments. The school assumes no responsibility for any items lost or stolen. All lockers should be kept locked and clean at all times. They will be inspected at the end of the

year. It is recommended that valuables never be left in the school. If a student's assigned locker has graffiti, writing, symbols or any other item on the inside or outside of his/her locker then he/she is responsible for cleaning it when directed by a school official. It is advised that students carry enough books and materials to get through several class periods, thus eliminating the need to return to it between classes. Teachers may permit locker access during class but only for emergencies.

School lockers are lent to students and as such may be searched by school officials whenever there is reasonable suspicion to believe the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the school. School lockers are subject to random searches.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

Lost & Found:

Found items are kept in the Main Office. Any loss of valuables or personal property should be immediately reported to the Main Office. Personnel will notify students if the item is found. Similarly, any item found should be turned into the Main Office immediately.

Money & Valuables:

Students are strongly advised not to carry large sums of money or to bring any valuables to school. If students must bring something of value to school one day, it should be turned in to the office for safekeeping. When changing clothes for gym or swimming, valuables (e.g., watch, wallet, etc.) should not be placed in your gym locker, but given to the teacher. The school is not responsible for stolen/missing items.

Physical Education:

Physical Education is prescribed by law for all students. Those who are unable to take physical education must present a note signed by a parent. Those wishing to be excused from physical education for an extended period of time must bring an explanatory note signed by the doctor. Teachers will inform the nurse and guidance counselor. If a student is excused from Physical Education for medical purposes, they are given an alternate assignment.

PowerSchool:

The Saucon Valley High School provides access for parents to view their student's information using PowerSchool. This is provided on a secure website, protected by a secure username and password. If needed, please contact your student's counselor and/or the Main Office for your personal login information.

School Field Trips:

School-sponsored field trips are an important educational experience. Before planning such a trip, it first must be approved by the administration. Every student must have a "permission

slip," signed by his/her parents, and returned to the teacher involved. Students must make their own arrangements to have parents meet them at the school at the end of the field trip if the trip extends beyond the end of the school day. The time the bus is scheduled to return will be specified on the "permission slip." All school rules are in effect for the entire time of the field trip. A student may not be permitted to attend a field trip if he/she is failing 2 or more courses at the time of the trip.

Smoking/Tobacco/Vaping Devices:

The SVSD, as an educational institution recognizing the hazards associated with smoking, tobacco AND vaping use, is committed to protecting the health and safety of students, employees, and members of the community. To this end, this information serves as notice that smoking, tobacco, and vaping use and possession are prohibited in school buildings, on school district property, and other areas of jurisdiction 24 hours a day, 7 days a week, 52 weeks a year. School district property includes playgrounds, parking lots, athletic fields, and stadiums.

Should a student choose to possess, smoke, or use any form of tobacco or vape product on school property, they subject themselves to a fine of \$50.00 plus costs. (Act 145 of the Pennsylvania Crimes Code-Section 6306.1). All applicable Authority, Delegation of Responsibility, and Enforcement are referenced by Saucon Valley School District, Smoking/Tobacco Use Policy. Please be advised that the Saucon Valley School District intends to strictly enforce its smoke-free policy via the afore-mentioned laws, rules, regulations, and policies. NOTE: Possession of any look-a-like tobacco product/substance is not permitted on school grounds and is also subject to disciplinary action.

Student ID's:

Students must possess their photo identification cards upon entering the high school and must be readily available throughout the entire school day should they be asked to show it. If a student loses their ID card, they must pay a \$5.00 replacement charge at the Main Office. Failure to possess proper identification when asked may result in after-school detentions. Students may receive a total of two (2) verbal warnings for the school year prior to issuance of a consequence. Repeated failure to possess identification will be considered a security risk and considered insubordinate.

Student Records (School Board Policy 216.3):

Education records, including academic, health, attendance and discipline files are maintained in the building where the student attends school. The maintenance, disclosure, transfer and destruction of records is completed according to the parameters dictated in School Board Policy 216.3. Annual notice related to parent access to records is published on the district website. Parents wishing to inspect their student's records should make a written request to the building principal. The district destroys education records when they are no longer educationally relevant and in accordance with the guidelines in Policy 216.3.

Textbooks/Ipads:

In most subjects, students will be issued a textbook, which remains the property of the school district. Students are responsible for each book, which is numbered and recorded in the teachers' notebooks. In the event of loss or damage to the book, students must pay for the book. If the book is stolen, students must report it immediately to their teacher and the Main Office. All outstanding obligations are to be paid by the end of the school year. **If obligations are not paid, attendance at student activities may be denied including but not limited to athletic events and/or other student social events such as school dances/ prom, class trips and/or graduation ceremony. Parking privileges for the following school year may also be held until debts are paid.**

Visitors:

All parents/visitors who enter the High School must report to the HS Attendance Office, sign in, show valid ID, leave the valid ID or keys and receive a Visitor's badge. Visitors will receive their keys or ID when they sign out and their badge is returned. This procedure allows another level of security. The badge allows the staff to readily identify if it is appropriate for an individual to be in the school. In addition, we will stop all visitors who are not wearing badges and redirect them to the office to sign in. Former high school students are welcome to visit during the holiday season, however, are not permitted in the building until 2:20pm. Students are discouraged from bringing visitors to Saucon Valley High School.

Withdrawals from School:

If a student intends to transfer out of our school into another school, they should first bring a note, signed by their parent/guardian, informing the office of the plans to transfer (date, place, name and address of school). The student will be issued a withdrawal form, which they must give to each of their teachers, the Attendance Secretary, Athletic Director, Main Office Secretary and the Librarian to be signed, verifying the return of all school property.

A transcript of their high school credits, a transfer card, and a report card will be given to the student after the completed form is returned, which indicates that everything has been returned and has been submitted to the Counseling Office.

Working Papers:

Students under the age of 18 are required by state law to have working papers. Working papers are available in the Counseling Office between 8:00am and 3:00pm when the high school is open. The application is to be completed and signed by the parent /guardian. **Proof of age must be provided and can be in the form of a birth certificate, baptismal papers, passport or driver's license.** If a Parent / Guardian is unable to report to the school in person, an application may be taken home by the student and returned with signature and proof of age.

APPLICABLE BOARD POLICIES

(For a full listing of Board Policies, please visit the SVSD Website)

[103 Nondiscrimination/Discriminatory Harassment - School and Classroom](#)

[103.1 Nondiscrimination/Discriminatory - Qualified Students with Disabilities](#)

[103.2 Title IX/Nondiscrimination - Based on Sex](#)

[105.2 Exemption from Instruction](#)

[118 Independent Study](#)

[124 Summer School](#)

[204 Attendance](#)

[204.1 Educational Tours and Trips](#)

[205 Postgraduate Students](#)

[206 Assignment within District](#)

[207 Withdrawal From School](#)

[209 Health Examinations and Screenings](#)

[209.1 Head Lice](#)

[210 Use of Medications](#)

[210.1 Use / Possession of Asthma Inhalers](#)

[214 Class Rank](#)

[215 Promotion and Retention](#)

[215.1 Course Advancement](#)

[216.3 Education Records](#)

[217 Graduation Requirements](#)

[218 Student Discipline](#)

[218.1 Weapons](#)

[218.2 Terroristic Threats or Acts](#)

[219 Student Complaint Process](#)

[220 Student Expression and Posting of Materials](#)

[221 Dress and Grooming](#)

[222 Tobacco Use](#)

[224 Care of School Property](#)

[226 Searches](#)

[227 Controlled Substances](#)

[228 Student Government](#)

[229 Student Fundraising](#)

[230 Public Performances by Students](#)

[231 Social Events and Class Trips](#)

[232 Student Involvement in Decision Making](#)

[233 Suspension and Expulsion](#)

[234 Pregnant Students](#)

[235 Student Rights and Surveys](#)

[237 Electronic Devices](#)

[238 Parental Rights and Access to Information](#)

[241 Early College Admission](#)

[242 Severe Allergies](#)

[246 School Wellness](#)

[247 Hazing](#)

[249 Bullying / Cyberbullying](#)

[250 Student Recruitment](#)

[251 Homeless Students](#)

SVHS 2022-23 Proposed Student Handbook Changes

Bell Schedule: Block 4 returned to Pre-Covid - three lunches (plus BAVTS lunch), passing time reduced to four minutes (Pre-Covid)

Table of Contents: Reorganized into applicable sections for ease of user

Graduation Requirements: addition of Keystone Pathway requirement and Career Indicators requirements

Early Graduation: Note: Students who elect to graduate early are ineligible to participate in athletics and extracurricular activities beyond their graduation date

Course Advancement: included from PoS

Credit Recovery: included from PoS

Students Repeating a Course: included from PoS

Independent Study: included from PoS

Dual Enrollment: included from PoS

Request to Graduate Early: included from PoS

Course Scheduling Procedure: changes reflect PoS

Schedule Change Process: changes reflect PoS

Final Exams: Attendance added

Exemption from Instruction (School Board Policy 105.2): included from PoS

- REMOVED: **CONTROVERSIAL CLASSROOM TOPICS**

Remediation: addition of students needing extra help (instead of just failing students) and addition of time to 2:50

NCAA Eligibility: included from PoS

2022-23 Standardized Testing Dates: ADDED

Senior Privilege: ADDED for 2022-23

Attendance:

- Rearranged order for ease of use
- Tardies to school - changed from 3/semester to 5/semester with no penalty

Student Code of Conduct:

- Addition of Schoolwide Positive Behavior
- Addition of Behavioral Expectations
- Removed - individual consequences for individual infractions
- Added - range of available consequences at each level of infraction based in line with PBIS
- Addition of Student Searches information
- Addition of Personal Electronic Devices - info directly from Board Policy

Athletics & Activities: Updated list

Fire/Emergency Drills: Added ALICE Drills

Health/School Nurse: Included changed procedure where nurse reports to classroom

Board Policies: Addition of School Board Policies 103, 103.1, 103.2, 105.2, 118 and 124

Book Policy Manual

Section 800 Operations

Title Transportation - Video/Audio Recording

Code 810.2

Status Active

Adopted

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[\[2\]](#)

District administrators shall be responsible to review video and/or audio recordings for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[\[2\]](#)

District administrators and officials shall determine which buses and vehicles contain cameras.

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[\[2\]](#)
2. This policy is posted on the district's publicly accessible website.[\[2\]](#)[\[3\]](#)
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[\[2\]](#)

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records.[\[4\]](#)[\[5\]](#)

Legal

1. 75 Pa. C.S.A. 102

2. 18 Pa. C.S.A. 5704

3. 24 P.S. 510.2

4. Pol. 113.4

5. Pol. 216

24 P.S. 510

Pol. 218

Pol. 805.1

Pol. 810

Book	Policy Manual
Section	800 Operations
Title	Student Conduct on Buses and School Vehicles
Code	810 AR
Status	Active
Last Revised	

810-AR. STUDENT CONDUCT ON BUSES AND SCHOOL VEHICLES

Considering that a bus or school vehicle is an extension of the classroom, the district requires students to conduct themselves on school buses or school vehicles in accordance with the Code of Student Conduct established for student behavior in schools and on district property.

While the law requires the district to provide student transportation, it does not relieve the parents/guardians of students from the responsibility of supervision until the time the student boards the bus or school vehicle in the morning and after the student leaves the bus or school vehicle at the end of the school day.

The driver has authority over and responsibility for all students on the bus or school vehicle from the point of pick up to the point of discharge, and students are responsible to adhere to his/her directions and instructions.

To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.

The building principal will determine and administer disciplinary action; alert staff in cases of a delay, emergency or accident; and advise the Supervisor of Campus Operations of delayed arrivals.

Students will be informed annually regarding the authority of the bus driver and the rules for student conduct on buses or school vehicles.

Rules for Student Conduct

In addition to the established Code of Student Conduct, the rules for student conduct on school buses or school vehicles require that students will:

1. Obey and cooperate with the driver.
2. Observe rules of good citizenship and respect private property while waiting for the bus or school vehicle at the designated stop.

3. Be on time at the designated bus stop and wait until the bus or school vehicle comes to a complete stop before attempting to enter.
4. Be courteous to fellow students and the driver.
5. Remain seated while the bus or school vehicle is in motion.
6. Talk in normal inside voices and not talk to or disturb the driver.
7. Keep head and hands inside the bus or school vehicle at all times.
8. Be responsible for any damage to the bus or school vehicle.
9. Not litter the bus or school vehicle nor throw anything out the windows.
10. Not engage in horseplay on or around the bus or school vehicle.
11. Not eat, drink, smoke, vape, or use profanity.
12. Not leave books, lunches or personal property on the bus or school vehicle.
13. Not bring sharp or blunt instruments not in a proper container on the bus or school vehicle.
14. Not put items in the aisle, including back packs, school projects, instruments, athletic gear, etc. All items must fit on your lap or between legs while seated. Instruments permitted on the bus are alto sax, trumpet, violin, oboe, clarinet, flute, trombone, and piccolo.
15. Cross in front of bus or school vehicle on departure after the bus or school vehicle has stopped completely and driver has signaled students.

Discipline for Violations

The driver will maintain appropriate bus or school vehicle behavior, enforce safety rules and handle routine discipline issues.

When a student's misconduct persists, the driver and the transportation department will complete and submit to the building principal a Bus or School Vehicle Conduct Incident Report. The principal will review the report, interview the driver and/or student if necessary, determine disciplinary action, and complete the form. A copy of the completed form will be sent to the parent/guardian and the Supervisor of Campus Operation, and a copy will be retained and filed by the principal. The Supervisor of Campus Operation will inform the bus driver of the discipline.

Disciplinary action will follow a general rule of increasing severity of consequences, including:

1. Warning/Assigned seating.
2. Detention/Indoor recess.
3. Suspension of bus or school vehicle privileges for one (1) to three (3) days.
4. Suspension of bus or school vehicle privileges for five (5) to ten (10) days.

A student who is a discipline problem on a school bus or school vehicle may have his/her riding privileges permanently suspended by the building principal. In such cases, the parents/guardians are responsible for seeing that the student gets to school safely and on a regular basis.

Violations by Large Group of Students

The following procedure will be followed by the driver when a large number of students are violating student conduct rules:

1. Driver will proceed to or return to school with all the students who are on the bus or school vehicle at the time ~~s/he~~ the driver makes the decision.
2. Driver will contact the transportation department ~~principal~~ or designee and will remain on the bus or school vehicle until the administrator arrives.
3. Administrator will review the situation, determine appropriate action and subsequent discipline, and inform the Supervisor of Campus Operation.
4. The principal will notify the Superintendent regarding the incident.

The following guidelines shall be established:

1. Transportation will be provided for students whose residence mileage is greater than the following standards. In addition, students shall be expected to walk no greater distance from their residence to their assigned bus stop.
 - a. High School Students 2.0 miles
 - b. Middle School Students 2.0 miles
 - c. Elementary School Students 1.5 miles
2. Distances are to be determined from resident's property line to the school's property line as measured along the roadway. Transportation will be provided from home to school and return. In lieu of the student's residence, transportation will be provided from or to a day care facility or care giver, provided the location of the site is within the attendance boundaries of the elementary school to which the student is assigned.
3. All stops shall be at street intersections or neighborhood locations that the transportation department deems safe and age appropriate.
4. No "house" stops shall be made except for students whose IEP requires such stops, valid medical reasons, or where the residence is located on a hazardous road as defined by the Pennsylvania Department of Transportation.
5. All stops for public, private, and parochial schools may be at the same locations.
6. No buses or school vehicles shall enter non-through streets or cul-de-sacs to pick up students except students with IEP requirements and where approved by the Supervisor of Campus Operations ~~Director of Transportation~~ for the safety of students.

7. Variations to the above listed guidelines may be established when the Pennsylvania Department of Transportation shall declare such routes to be hazardous in a certified letter to the school district where it will be on file, or when the district determines special conditions prevail.
8. Fire or emergency drills shall be held in conformance with the guidelines established by the School Code. Each student is to be made aware of the proper exits and procedures to follow in case of fire or other emergencies.
9. When required the number of chaperones for field trips may be determined by the Superintendent and building principal/designee with consideration given to age, program, and/or size of the group.

Non Public And Charter Schools

Only students resident in Saucon Valley School District will be permitted to ride on SVSD vehicles.

Bus Conduct reports will be sent to the school principal that the student attends.

Book Policy Manual

Section 800 Operations

Title School Bus Drivers and School Commercial Motor Vehicle Drivers

Code 810.1 Vol I 2021

Status From PSBA

Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.

Purpose

The Board recognizes that ~~the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace~~ ***an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported.*** The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A covered driver shall ~~mean~~ ***include*** any district employee who drives, operates or is in the actual physical control or movement of a school bus, ~~school vehicle,~~ or a commercial ***motor*** vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or ***commercial motor vehicle*** owned or leased by the district.[\[1\]](#)

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[\[1\]](#)

- 1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;***
- 2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;***

3. ***Is designed to transport sixteen (16) or more passengers, including the driver; or***
4. ***Is transporting hazardous materials and is required to be placarded.***

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[\[3\]](#)

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[\[4\]](#)

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[\[1\]](#)

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[5\]](#)

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[\[3\]](#)

1. ***The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.***
2. ***The term does not include:***
 - a. ***Inputting, selecting or reading information on a global positioning system or navigation system.***
 - b. ***Pressing a single button to initiate or terminate a voice communication using a mobile telephone.***

- c. ***Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.***

Use a handheld mobile telephone or other electronic device –[\[4\]](#)

1. ***Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.***
2. ***Dialing or answering a mobile telephone by pressing more than a single button.***
3. ***Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.***

Authority

~~The Board prohibits a covered driver from consuming alcohol or a controlled substance while operating a school Vehicle or otherwise on duty.~~

~~The Board prohibits a covered driver from reporting for duty, driving, operating, or being in the actual physical control of the movement of a school bus or school vehicle under the following circumstances.~~

- ~~1. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.~~
- ~~2. After consuming alcohol or a controlled substance within the previous eight (8) hours.~~
- ~~3. While having an alcohol concentration of 0.04 or greater OR after imbibing a sufficient amount of alcohol such that the individual's alcohol concentration is 0.02 or greater within two (2) hours after operating or being in actual physical control of a school bus or school vehicle.~~
- ~~4. After imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle.~~

5. ~~While using any drugs or testing positive for hemp, an exception shall be made for an employee who submits a physician's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or school vehicle.~~

~~Staff shall be required to undergo testing for drugs and alcohol, as required by law. The District shall require covered drivers to submit to the following tests: pre-employment, random, post accident, reasonable suspicion, return to work and follow-up.~~

~~Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the district's authority to impose discipline, including discharge.~~

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations. [\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations. [\[10\]](#)

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services. [\[2\]](#)[\[3\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. ***Selecting and contracting*** ~~Contracts with a qualified medical review officer, and substance abuse professional, and a certified laboratory~~ ***and other service agents as necessary.*** [\[13\]](#)
2. Establishment of procedures for required testing of covered drivers. [\[14\]](#)
3. Maintenance of the confidentiality of all aspects of the testing process. [\[8\]](#)
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, ***including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol***

Clearinghouse.[\[15\]](#)

5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[\[16\]](#)
6. Implementation of procedures for the **query**, preparation, maintenance, **reporting**, retention and disclosure of records, as required by law.[\[15\]](#)[\[17\]](#)
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing to affected employees.[\[18\]](#)
- 8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.**

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

- 1. This policy and its accompanying administrative regulations; and**[\[18\]](#)
- 2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.**[\[18\]](#)

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[\[18\]](#)

The Board designates the Supervisor Of Campus Operations to be the contact person for questions about the drug use and alcohol misuse program.[\[18\]](#)

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[\[15\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
2. Commercial motor vehicle employment information for the past ten (10) years.[\[27\]](#)[\[28\]](#)

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, **or authorize the applicable legal exemption in cases of emergency;** [\[29\]](#)
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver; [\[30\]](#)
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver; [\[30\]](#)
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle. [\[31\]](#)[\[32\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable. [\[33\]](#)

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor. [\[10\]](#)[\[20\]](#)[\[21\]](#)[\[34\]](#)

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle. [\[35\]](#)

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [\[35\]](#)

A covered driver **arrested**, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing **before the end of the next business day following the driver's arrest, charge or receipt of citation**. Notice is required no matter what type of vehicle the driver was driving. [\[28\]](#)

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and

including termination for failure to provide timely notice of an arrest, citation or charge.[\[10\]](#)[\[28\]](#)[\[34\]](#)

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[\[27\]](#)[\[28\]](#)

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[\[27\]](#)[\[28\]](#)

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, **in accordance with applicable law, regulations and Board policy.**[\[10\]](#)[\[34\]](#)

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[14\]](#)[\[36\]](#)

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[30\]](#)[\[37\]](#)[\[38\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[35\]](#)[\[39\]](#)[\[40\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[\[30\]](#)[\[41\]](#)

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until **the driver** undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[\[1\]\[36\]\[43\]\[44\]](#)

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[\[45\]\[46\]](#)
2. A verified adulterated or substituted drug test result;[\[45\]\[46\]](#)
3. An alcohol test result of 0.04 or higher; or[\[46\]\[47\]](#)
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[\[43\]](#)

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in **their** system.[\[36\]\[38\]](#)

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[\[48\]](#)

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[\[46\]\[49\]](#)

Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[\[15\]](#)[\[17\]](#)[\[50\]](#)[\[51\]](#)[\[52\]](#)

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[\[53\]](#)[\[54\]](#)[\[55\]](#)

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[\[53\]](#)[\[56\]](#)

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that **they have** received a copy of this policy and its accompanying administrative regulations.[\[18\]](#)

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[\[18\]](#)

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[\[57\]](#)

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[\[58\]](#)

NOTES:

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.

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Legal

1. 49 CFR 382.107
2. 49 CFR 392.80
3. 75 Pa. C.S.A. 1621

4. 75 Pa. C.S.A. 1622
5. 75 Pa. C.S.A. 102
6. 49 CFR Part 382
7. 49 CFR Part 40
8. 49 U.S.C. 31306
9. 67 PA Code 229.14
10. Pol. 818
11. 49 CFR 392.82
12. 75 Pa. C.S.A. 3316
13. 49 CFR 40.15
14. 49 CFR 382.105
15. 49 CFR 382.701
16. 49 CFR 40.3
17. 49 CFR 382.401
18. 49 CFR 382.601
19. 23 Pa. C.S.A. 6344
20. 23 Pa. C.S.A. 6344.3
21. 24 P.S. 111
22. 24 P.S. 111.1
23. Pol. 304
24. 49 CFR 382.413
25. 49 CFR 382.703
26. 49 CFR 40.25
27. 49 U.S.C. 31303
28. 75 Pa. C.S.A. 1604
29. 75 Pa. C.S.A. 1606
30. 67 PA Code 71.3
31. 49 CFR 391.25
32. 49 U.S.C. 31304
33. 49 CFR 391.41
34. Pol. 317
35. 49 CFR 382.213
36. 75 Pa. C.S.A. 1613

37. 49 CFR 382.205
38. 75 Pa. C.S.A. 1612
39. 75 Pa. C.S.A. 1603
40. 75 Pa. C.S.A. 3802
41. 49 CFR 382.207
42. 49 CFR 382.209
43. 49 CFR 382.211
44. 49 CFR 40.191
45. 49 CFR 382.215
46. 49 CFR 40.23
47. 49 CFR 382.201
48. 49 CFR 382.505
49. 49 CFR 40.289
50. 49 CFR 382.705
51. 49 CFR 40.333
52. Pol. 800
53. 49 CFR 382.405
54. 49 CFR 382.723
55. 49 CFR 40.321
56. 49 CFR 382.403
57. 24 P.S. 1517
58. 49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq
Pol. 351

Book
Policy Manual

Section
800 Operations

Title
School Vehicle Drivers

Code
810.3 Vol I 2021

Status
From PSBA

Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers. School vehicle drivers who hold a commercial driver's license are not governed by this policy, but instead are governed by Policy 801.1.

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle."[\[1\]](#)

Authority

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.[\[2\]](#)

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[3]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.[4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.[4]

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver **arrested**, charged with or issued a citation for violating a federal law, state law, or local ordinance relating to motor vehicle traffic control in this or any other state, or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing **before the end of the next business day following the driver's arrest, charge or receipt of citation**. Notice is required no matter what type of vehicle the driver was driving.

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[2][10]

A school vehicle driver who is convicted of violating a federal law, state law, or local ordinance relating to motor vehicle traffic control in this or any other state, or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[\[4\]](#)

Controlled Substances and Alcohol

{ } *Drug and Alcohol Testing -*

{ } The district shall require school vehicle drivers to submit to the following drug and alcohol tests:

{ } pre-employment

{X} random

{X} post-accident

{ } reasonable suspicion

{ } return-to-work

{ } follow-up.

{X} The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.[\[11\]](#)

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[12\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[13\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:[\[4\]](#)[\[12\]](#)

1. Has any detectable amount of alcohol in **their** system; or
2. **Ref**uses to take a test to determine **their** alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.[\[14\]](#)[\[15\]](#)

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, **up to and including termination**, for a school vehicle driver who violates **applicable law and regulations**, Board policy or administrative regulations.[\[2\]](#)[\[10\]](#)

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential, and such information shall only be released in accordance with law.[\[11\]](#)

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that **they have** received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.

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Legal

1. 75 Pa. C.S.A. 102

2. Pol. 818

3. 75 Pa. C.S.A. 3316

4. 75 Pa. C.S.A. 1606

5. 23 Pa. C.S.A. 6344

6. 23 Pa. C.S.A. 6344.3

7. 24 P.S. 111

8. 24 P.S. 111.1

9. Pol. 304

10. Pol. 317

11. 49 CFR 40.13

12. 75 Pa. C.S.A. 1612

13. 75 Pa. C.S.A. 3802

14. 49 CFR 40.191

15. 49 CFR 40.261

24 P.S. 510

23 Pa. C.S.A. 6301 et seq

67 PA Code 71.3

75 Pa. C.S.A. 1601 et seq

49 CFR Part 40

Pol. 351

Book Policy Manual

Section 600 Finances

Title Purchases Subject to Bid/Quotation

Code 610 Vol VI 2021

Status From PSBA

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#)[\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#)[\[2\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$21,900** or more, unless exempt by law.[\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$21,900**, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)[\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]](#)[\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[\[4\]\[6\]](#)

An invitation for bids shall be issued and shall include:[\[6\]](#)

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]\[2\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$11,800** but less than **\$21,900**.[\[2\]](#)
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$11,800** but less than **\$21,900**.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$11,800.**[\[1\]](#)

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to execute contracts ~~purchase supplies and awarded contracts in the amount and manner designated~~ by the Board as permitted by applicable law.[\[1\]](#)[\[2\]](#)

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

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Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 24 P.S. 120

4. 62 Pa. C.S.A. 4602

5. 62 Pa. C.S.A. 4603

6. 62 Pa. C.S.A. 4604

62 Pa. C.S.A. 4601 et seq

Book Policy Manual

Section 600 Finances

Title Purchases Budgeted

Code 611 Vol VI 2021

Status From PSBA

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[\[1\]\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits ~~and were originally contained within the budget~~ may be made upon authorization of the Purchasing Agent, Business Manager, **Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$21,900, in which case prior approval by the Board is required.**[\[1\]\[2\]\[3\]](#)

All purchase order requests must be referred to the **building principal** or supervising administrator, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[1\]\[2\]\[3\]](#)

~~In t~~he interest of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in various school buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. List of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless on a district requisition form that has the necessary approval.

Upon placement of a purchase order, the Business Manager shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.

Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 24 P.S. 609

24 P.S. 508

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	June 12, 2007
Last Revised	

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary or secondary school students to or from public, charter, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students to or from public, charter, private or parochial schools or events related to such schools or school-related activities while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, ***lease***, equip, and maintain ***school buses***/vehicles and/***or*** contract for school bus/***vehicle*** services, when necessary ***for the transportation of students to and from school at regularly scheduled hours and for field trips and cocurricular/noncurricular activities.***[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. [\[3\]](#)[\[11\]](#)

The Board shall ~~transport handicapped~~ **provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.** [\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall ~~transport~~ **provide transportation for** eligible resident students who are enrolled in nonpublic schools ~~within the distance~~ **or charter schools as** ~~prescribed~~ **required** by law. [\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan. [\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youth in accordance with federal and state laws and regulations. [\[20\]](#) [\[21\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law. [\[22\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles. [\[23\]](#)[\[24\]](#)

~~A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of the screening process.~~

Delegation of Responsibility

The school bus/vehicle driver shall be responsible for ~~discipline of~~ **to maintain order while** students while they are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The **building** principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation. [\[7\]](#)

The Superintendent or designee shall ~~be responsible to:~~

1. Establish bus routes and bus stops for all public and nonpublic students residing within the district [\[7\]](#).
2. ~~Establish rules governing the number of chaperones to accompany students in connection with school-related activities.~~

3. ~~Prepare a district map or schedule indicating each bus stop and bus route.~~
4. ~~Maintain records and make required reports regarding school transportation.~~ [5][7]
5. ~~Pro~~mulgate ~~Distribute~~ rules governing student conduct during transport; such rules shall be binding on all students transported by the district. [7]

Reports of Employee Crimes/Child Abuse

~~District bus drivers and carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they:~~

1. ~~Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers.~~
2. ~~Were charged with a crime deemed serious under the criteria established by law.~~
3. ~~Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district.~~

~~The district shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such timely notification shall subject them to disciplinary action, including termination.~~

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information. [16][25][26]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law. [27][28]

Evacuation Drills

The Pennsylvania School Code requires that all schools, including school districts that use or contract school buses for transportation of students, shall conduct two (2) emergency school bus evacuation drills during each school year. The first drill must be conducted during the first week of the school term and the second during the month of March. Each bus evacuation drill must include the instruction on the location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus. [29][30][31]

- Legal
1. 75 Pa. C.S.A. 102
 2. 24 P.S. 1361
 3. 24 P.S. 1362

4. 24 P.S. 1726-A
5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 67 PA Code 447.1 et seq
12. 24 P.S. 1374
13. 22 PA Code 23.3
14. Pol. 103
15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. 20 U.S.C. 6312
19. Pol. 255
20. 42 U.S.C. 11432
21. Pol. 251
22. 35 P.S. 4601 et seq
23. 67 PA Code 212.101
24. 35 P.S. 4608
25. Pol. 210
26. Pol. 210.1
27. Pol. 113.4
28. Pol. 216
29. 24 P.S. 1517
30. 75 Pa. C.S.A. 4552
31. Pol. 805
- 22 PA Code 15.1 et seq
- 22 PA Code 23.6
- 24 P.S. 1331
- 24 P.S. 1365
- 24 P.S. 1366
- 24 P.S. 2541
- 24 P.S. 2542
- 75 Pa. C.S.A. 4551-4553
- 20 U.S.C. 6301 et seq
- 42 U.S.C. 11431 et seq
- 49 CFR Part 37
- 49 CFR Part 38

Pol. 000

Pol. 121

Pol. 810.1