

Saucon Valley School District

Regular Meeting of the Board of Education

August 8, 2023 – 7 pm

High School Audion

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Welcome to the meeting of the Saucon Valley School Board. 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.

Notice to Public - *This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio-taping the meeting and the meeting will be posted for public viewing according to district policy.*

Agenda

6:00 pm – Contracts and Agreements

- I. **Call to the Order** – Susan Baxter, *President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – Contracts and Agreements
- VI. **Approval of Minutes** – July 25, 2023
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. **General Expenditures – \$753,661.32**

- B. Cafeteria Expenditures – \$168.23
- C. Health Benefits – None
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

Recommendation: To approve all motions and recommendations as listed above in Presentation of Bills.

XII. Treasurer’s Report – Cedric Dettmar/David Bonenberger

Recommendations for Approval

None

Recommendation: No recommendations

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic & Personnel Committee Meeting Summary – 8/2/2023

Recommendations for Approval

Building Level Student Handbooks*

- 1. Approve the following Building Level Student Handbooks:
 - Elementary School Student Handbook
 - Middle School Student Handbook
 - High School Student Handbook

Recommendation: To approve all motions and recommendations as listed above in Education.

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Professional Appointment

- 1. Approve Jennifer Domchek as a High School Special Education Teacher Masters +30, Step 5 at \$ 76,628.00, effective the beginning of the 2023-2024 school year, pending completion of employment paperwork.

Retirement

2. Approve the retirement of Patricia Rosati, Administrative Assistant, effective date is October 2, 2023.

Professional Resignation

3. Approve the resignation of Michelle Horvath, high school teacher effective August 1, 2023.

Support Staff Resignation

4. Approve the resignation of Beth Barrell, cafeteria monitor effective August 1, 2023.

Part-Time Instructional Paraprofessional

5. Approve Kristen Kallert as a part-time instructional paraprofessional, not to exceed 28 hours per week, at an hourly rate of \$20.56 with benefits per the current Educational Support Staff Agreement, effective the beginning of the 2023-24 school year, pending completion of employment paperwork.

Part-Time Non-Instructional Paraprofessional

6. Approve Margaret Miller as a Non-Instructional Paraprofessional in the position of Cafeteria Monitor. Not to exceed 16.5 hours per week, at an hourly rate of \$19.78 with benefits per the current Educational Support Staff Agreement, effective the beginning of the 2023-24 school year,

Department/Team Leaders/Grade Level Chairs

7. Approve the following department/team leaders/grade level chairs for the 2023-24 school year. The stipend will be \$2,500 per position.

High School Department Chairpersons

Karen Krupa – English
Cheri Chisesi – Mathematics
Jessica Friday – Social Studies
Kimberly Mertz – Science
Amber Sams – Related Arts
Megan Bath – Special Education

Middle School Team Leaders

Frances Marsillio – Grade 5
Victoria Gazzana – Grade 6
Amanda Holvek – Grade 7
Phillip Russell – Related Arts
Dana Russo – Special Education

Elementary Grade Level Chairpersons

Becky Harvey – Kindergarten
Jennifer Davison – Grade 1

Holli Conrad – Grade 2
 Paige Histan – Grade 3
 Beth Ravier – Grade 4
 Kaitlyn Dennington – Special Education

District

Katie Fisher – K-12 Guidance
 Kassandra Diehl – K-12 Foreign Language
 Leah Mickey – K-12 Reading
 Lauren Picketts – K-12 ESL

2023 – 2024 Co-Curricular

8. Approve the co-curricular positions for the 2023-24 school year.

High School

Jessica Friday – Debate Team - \$2,000
 Jessica Friday – Model UN - \$600
 Jessica Friday – Scholastic Scrimmage - \$1,000
 Jacquelyn Febbo – FBLA - \$2,000
 Amber Sams – iTeam - \$600
 Amber Sams – Environmental Club - \$600
 Mario Marcozzi – National Honor Society - \$1,000
 Robert Svitilla – Robotics Club - \$2,500
 Cheri Chisesi – Student Government - \$3,800

Middle School

Meredith Lesney – iTeam - \$600
 Amanda Holveck - Yearbook - \$1,800
 Lauren Sakasitz - Cameratta - \$2,400
 Rosemary Butterly- Jazz Band - \$2,200
 David Jost – Intramural Archery Club - \$1,000
 David Jost – Intramural Swimming Director 1 - \$1,000
 Katie Roberts – Intramural Swimming Director 2 - \$1,000
 Amanda Holvek – Student Government - \$1,250**
 Victoria Gazzana – Student Government - \$1,250**

Elementary School

Emily Aragona-Young – Choral Director - \$2,400
 Lynn Beller – Girls on the Run - \$1,000
 Joanna Lemay – Student Council - \$1,150**
 Cheryl Kittle – Student Council - \$1,150**

** splitting stipend

2023-24 Fall Athletic Coaches

9. Approve the following 2023-24 fall athletic coaches: *(New coaches are in italics)*

Field Hockey

Mary Kathryn Omdahl – Head Coach - \$5,500
 Lauren Musselman – Assist. Coach - \$3,000
 Matt Omdahl – Assist. Coach - \$1,000
 Kerry Murmello – MS Co-Head Coach - \$2,850
Doug Chambers – MS Co-Head Coach - \$2,850

Boys Soccer

Nik Nikolov – Head Coach – \$5,500
Terry Baker – Assist. Coach - \$2,100
 Chris Nagy – Assist. Coach - \$1,300
Tracey Nicolas – Assist. Coach - Volunteer

Girls Soccer

Trent Seibert – Head Coach - \$5,500
 Rocco Policare – Assist. Coach – Volunteer

Girls Tennis

Dr. Michael Krentz – Head Coach - \$4,200
 Deb Philpotts – Assist. Coach - \$1,000

Sideline Cheerleading

KristiJoy Fedorowicz – Head Coach - \$3,000
 Giana Corda – Assist. Coach - \$2,000
 Tara Matus - MS Coach - \$2,300

Cross Country

Edward Kolosky – Head Coach - \$3,800
 Sydney Utesch – Assist. Coach - \$3,000
 Michael Vidumsky - Volunteer

Girls Volleyball

Harrison Henne – Head Coach - \$4,500
 Nicole Oviedo – Assist. Coach - \$3,000

Golf

Brian McCall – Assist. Coach – Volunteer
 (previously approved for a stipend, requested to be a volunteer)

Mentors

10. Approve the following mentors for the 2023-2024 school year. Salary is per the current professional agreement, which may be prorated if not a full year of mentorship.

Mentor

Meredith Lesney
 Chad Miller
 Dana Russo
 Kerry Schultz
 Cristina Reyes

Inductee

Lauren Keebler
 Kaela Bitting
 Nicole Slivka
 Kevin Rutzler
 Teresita Perlaza

Addendum to Compensation & Benefits Plans

11. Approve the attached Addendums to the following Compensation & Benefits Plans:

Food Service

Educational Support Staff

Administrative Assistants

Technology

Act 93 Administrators

District Safety Coordinator

- 12. Approve Robert Frey as the District Safety Coordinator.

Sabbatical Request

- 13. Approve the following sabbatical leave:
Kassandra Diehl, Spanish teacher, for the second semester of the 2023-24 school for educational study. Mrs. Diehl will return to her teaching duties at the beginning of the 2024-25 school year.

Recommendation: To approve all motions and recommendations as listed above in Personnel.

C. Facilities

Items/Projects for Discussion

- A. None

Recommendations for Approval

None

Recommendation: To approve all motions and recommendations as listed above in Facilities.

D. Finance

Items/Projects for Discussion

- A. None

Recommendations for Approval

Center for Humanistic Change Agreement

- 1. Approve the agreement with the Center for Humanistic Change (CHC) to provide Liaison services to support the Student Assistance Program (SAP) for the 2023-2024 school year.

Recommendation: To approve all motions and recommendations as listed above in Finance

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

F. Northampton Community College – *Susan Baxter*

(Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*

(Meetings are on the first Tuesday of every month)

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*
(Meetings are on the fourth Wednesday of every month)

I. New Business –

J. Old Business –

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

L. Announcements

Future Meetings ~ August 22, 2023
September 12, 2023

M. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, July 25, 2023, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta via phone, Dr. Shamim Pakzad, and Shawn Welch. Also present were Judith Riegel, Board Secretary, Timothy Gilsbach, District Solicitor, and Jaime Vlasaty, Superintendent.

I. Call to the Order – 7:03 pm - Susan Baxter, *President, presiding*

II. Pledge of Allegiance

III. Recording of Attendance – *Judith Riegel, Secretary*
9-present, 0-absent

Board President Baxter asked for a moment of silence in remembrance of the passing of retired teacher Grant Geiger.

IV. Motion to Approve Agenda – Director Conte, seconded by Director Welch moved to approve the Agenda. Vote: 9-yes, 0-no

V. Announcement of Executive Session – Personnel, Special Education, BAVTS

VI. Approval of Minutes – Director Dettmar, seconded by Director Eichfeld moved to approve the minutes of July 11, 2023. Vote: 9-yes, 0-no

VII. Recognition – None

VIII. Presentation – None

IX. Superintendent's Report – *Jaime Vlasaty, Superintendent* - None

X. Courtesy of the Floor to Visitors – Agenda Items Only – None

XI. Presentation of Bills – *David Bonenberger*

A. General Expenditures – \$886,369.21

B. Cafeteria Expenditures – None

C. Health Benefits – \$249,945.91

D. Capital Projects – None

1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Welch moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no

XII. Treasurer's Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - None
- E. Middle School Activity Report - None
- F. High School Activity Report - None

1. Approve the above Treasurer's Report

Director Dettmar, seconded by Director Welch moved to approve the Treasurer's Report.

Vote: 9-yes, 0-no

XIII. AGENDA ITEMS**A. Education**

- A. After School Programming – Jaime Vlasaty

1. Approve the first reading of the following policies:

~~202 – Eligibility of Non-Resident Students~~

~~202 AR – Admission of Nonresidents Students Living with a District Resident~~

This item was pulled for further review.

2. Approve the second and final reading of the following policies:

Policy 251 - Students Experiencing Homelessness, Foster Care, and Other Educational Instability

Policy 251-AR-0 Homeless Students

Policy 810 – Transportation

Director Dettmar, seconded by Director Erickson-Parsons moved to approve Education Item #2. Vote: 9-yes, 0-no

3. Approve the attached list of surplus/obsolete items.

Director Dettmar, seconded by Director Erickson-Parsons moved to approve Education Item #3. Vote: 9-yes, 0-no

B. Personnel

1. Approve Julie Davis as a High School Assistant Principal, at \$107,000, with benefits per the current Act 93 agreement, effective upon the release from her current employer and pending completion of employment paperwork.

Director Dettmar, seconded by Director Karabin moved to approve Personnel Item #1.

Vote: 9-yes, 0-no

2. Approve Kevin Rutzler as a High School Physics Teacher, Bachelors, Step 2 at \$ 58,425.00, effective the beginning of the 2023-2024 school year, pending completion of employment paperwork.
3. Approve Lauren Keebler as a Family and Consumer Science Teacher, Masters +18, Step 5 at \$ 72,944.00, effective the beginning of the 2023-2024 school year, pending completion of employment paperwork.

Director Karabin, seconded by Director Erickson-Parsons moved to approve Personnel Items #2 and 3. Vote: 9-yes, 0-no

4. Approve Nicole Slivka as a Special Education long-term substitute for the 2023-2024 school year. The base salary is \$57,182 (B, Step 1), pending completion of employment paperwork.
5. Approve the following Instructional Paraprofessionals:
 Wendy Paz Andrade as a full-time instructional paraprofessional, at an hourly rate of \$20.46 with benefits per the current Educational Support Staff Agreement, effective the beginning of the 2023-24 school year, pending completion of employment paperwork.

 Marinelva Magallanes as a part-time instructional paraprofessional, at an hourly rate of \$20.46 with benefits per the current Educational Support Staff Agreement, effective the beginning of the 2023-24 school year, pending completion of employment paperwork.
6. Approve the following 2023-2024 Fall Coaches: (New coaches are in italics)

Golf

Tim Shook – Head Coach - \$3,800
 Brian McCall – Assistant Coach - \$1,000
 Bob Pasternak – Volunteer

Football

Anthony Brinkley - Head Coach - \$8,600
Michael McClarin - Assist. Coach - \$5,000
Garret Bisbing - Assist. Coach - \$5,000
Angelo Lucci - Assist. Coach - \$3,250
Gordy Frack – Assist. Coach - \$3,250
Wil-Quon Clemons – Assist. Coach - \$2,000
Jalen Richardson – Assist. Coach - \$1,950
 Joe Winter - Assist. Coach - \$1,800
 Brett Zeiber – Assist. Coach - \$1,800
 Joshua May - Assist. Coach - \$1,750
 Chris Casciotti – Statistician - \$12.50/hour
 Tanner Morgan – Assist. Coach - Volunteer
 Jason Dankel – Equipment Manager - \$2,250

 Greg Trexler - MS Head Coach - \$3,600
 Keith Riefenstahl - MS Assist. Coach - \$2,250
 Dan Detello – Volunteer

7. Approve the retirement of Steve Magan, part-time bus driver effective July 10, 2023.
8. Approve to rescind the hiring of Dina Innocenti, Part-Time Instructional Paraprofessional.

Director Karabin, seconded by Director Dettmar moved to approve Personnel Items #4 - 8.
Vote: 9-yes, 0-no

C. Facilities

No Recommendations for Approval

D. Finance

1. Approve the following contracts with Colonial Intermediate Unit 20:
Applied Behavior Analytics Services (ABA)
LPN/RN for Field Trips
One-on-one Services
Psychiatric Evaluations
TransPerfect Services
SBAP Services

Director Pakzad, seconded by Director Welch moved to approve Finance Item #1.
Vote: 9-yes, 0-no

2. Approve the Personnel Staffing and Recruitment Agreement with General Healthcare Resources for the 2023-2024 school year.

Director Dettmar, seconded by Director Welch moved to approve Finance Item #2.
Vote: 9-yes, 0-no

3. Approve the contract with Final Site for website host services and management.

Director Karabin, seconded by Director Dettmar moved to approve Finance Item #3.
Vote: 9-yes, 0-no

4. Approve the MOU with Carbon Lehigh IU 21 for Title III Consortium for the 2023-2024 school year.
5. Approve the agreement with Bancroft for educational services for student #2808931603 for the 2023-2024 school year.
6. Approve the Agreement with the Carbon Lehigh Intermediate Unit #21 for Title I Services for Non-Public Students for the 2023-24 school year.

Director Karabin, seconded by Director Eichfeld moved to approve Finance Items #4-6.
Vote: 9-yes, 0-no

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

F. Northampton Community College – *Susan Baxter*

G. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*

I. New Business – None

J. Old Business – None

K. Citizens' Inquiries and Comments – None

L. Announcements

Future Meetings ~ August 8, 2023
 August 22, 2023

M. Motion to Adjourn Meeting

Director Conte, seconded by Director Welch moved to adjourn.

Vote: 9-yes, 0-no

Time: 9:01pm

ATTEST _____

Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 07/24/2023 - 08/09/2023

Payment Numbers: 0000063730 - 0000063875

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063730	07/24/2023	DEPARTMENT OF TREASURY	SELF INSURED - MEDICAL		814.50
0000063731	07/24/2023	SAFEGUARD BUSINESS SYSTEMS	SUPPLIES - PRINCIPAL 9-12		213.13
0000063733	07/26/2023	AFLAC	DED: AFLA - Full Payroll Pay Date: 7/13/2023	DED: AFLA - Full Payroll Pay Date: 7/27/2023	66.54
0000063734	07/26/2023	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 7/27/2023		292.86
0000063735	07/26/2023	BERKHEIMER TAX ADMINISTRATOR	DED: GARN - Full Payroll Pay Date: 7/27/2023		63.18
0000063736	07/26/2023	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 7/27/2023		229.68
0000063737	07/28/2023	ACTIVE INTERNET TECHNOLOGIES	TECHNOLOGY ADMIN LIC & FEES		10,438.00
0000063738	07/28/2023	GIPPER GIPPER MEDIA INC	Gipper Subscription		900.00
0000063739	07/28/2023	JOSHUA TREE INC.	tree removal storm damage and trimming		4,800.00
0000063740	07/28/2023	NATIONAL AUTO FLEET GROUP	EQUIPMENT REPLACE TRANSP		47,237.02
0000063741	07/28/2023	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		449.11
0000063742	07/28/2023	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		1,281.70
0000063743	07/31/2023	KDA ELEVATOR CONSULTANTS, LLC	REPAIRS & MAINTENANCE		310.00 #
0000063744	08/02/2023	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 8/10/2023		300.68
0000063745	08/09/2023	3PI TECH SOLUTIONS INC.	3D Printer		2,199.00
0000063746	08/09/2023	Achievement House Cyber Charter School	TUITION - CHARTER SCHOOLS		1,392.49
0000063747	08/09/2023	AGORA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.36
0000063748	08/09/2023	ALL PHASE ELECTRIC SUPPLY	Supplies		1,225.80
0000063749	08/09/2023	AMAZON CAPITAL SERVICES	Supplies for 2nd grade	7/21/2023 - GR6 ELA Supplies	12,027.39

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063750	08/09/2023	AMERICHEM	Supplies		691.09
0000063751	08/09/2023	APPLE INC.	Replacement Apple TVs		5,547.00
0000063752	08/09/2023	APR SUPPLY	Supplies		457.17
0000063753	08/09/2023	B & B POOLS INC.	SUPPLIES - PLANT OPERATIONS		212.91
0000063754	08/09/2023	BAVTS	VO-TECH TUITION 9-12		26,731.00
0000063755	08/09/2023	Bowen Patricia	SENIOR CITIZENS TAX REBATE		500.00
0000063756	08/09/2023	BRIGHTBILL BODY WORKS	Supplies		60.20
0000063757	08/09/2023	BRIGHTLY SOFTWARE, INC.	REPAIRS & MAINTENANCE		4,244.00
0000063758	08/09/2023	CAROLINA BIOLOGICAL SUPPLY COMPANY	Science Supplies		1,817.56
0000063759	08/09/2023	CDW-G COMPUTER CENTERS INC.	Camera monitor equipment		1,202.00
0000063760	08/09/2023	CHILD 1ST PUBLICATIONS	Instructional Supplies		247.23
0000063761	08/09/2023	CINTAS CORPORATION-#101	Uniform Laundering		34.96
0000063762	08/09/2023	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		241,967.83
0000063763	08/09/2023	COLONIAL LEAGUE	Colonial League Dues		5,700.00
0000063764	08/09/2023	CREST/GOOD MFG. CO	SUPPLIES - PLANT OPERATIONS	Supplies	2,668.74
0000063765	08/09/2023	E T & T	BLDGS - OTHER PROF SERVICES		425.00
0000063766	08/09/2023	EAS WATER COFFEE PAPER	SUPPLIES - TRANSPORTATION	MAINT SUPPLIES - HS	295.28
0000063767	08/09/2023	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.98
0000063768	08/09/2023	EDUCATIONPLUS RESOURCES INC.	EDUC SOFT & LIC - BUS OFC		1,099.00
0000063769	08/09/2023	EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		1,700.00
0000063770	08/09/2023	EXPLORELEARNING, LLC.	Explore Learning Subscription		5,589.00

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063771	08/09/2023	FASTSIGNS	SAFETY & SECURITY SUPPLIES		294.00
0000063772	08/09/2023	FEHER JOHANNA C.	SENIOR CITIZENS TAX REBATE		250.00
0000063773	08/09/2023	FERENCZY ROBERT	SENIOR CITIZENS TAX REBATE		500.00
0000063774	08/09/2023	FLINN SCIENTIFIC CO. INC.	Science Supplies		424.46
0000063775	08/09/2023	GARNET VALLEY HIGH SCHOOL	Wrestling Tournament Entry Fee		400.00
0000063776	08/09/2023	GENERAL HEALTHCARE RESOURCES LLC	SPEC ED - OTHER PROF SERVICE		630.76
0000063777	08/09/2023	GET MORE MATH	7/31/2023 - Get More Math		9,670.50
0000063778	08/09/2023	GOPHER	Supplies for elementary PE		1,210.78
0000063779	08/09/2023	GRABER KAREN A	SENIOR CITIZENS TAX REBATE		250.00
0000063780	08/09/2023	GRACE MIKOLAJCZYK	SENIOR CITIZENS TAX REBATE		300.00
0000063781	08/09/2023	GRAINGER	Supplies	SUPPLIES - PLANT OPERATIONS	80.50
0000063782	08/09/2023	HOFFMAN BETTY L.	SENIOR CITIZENS TAX REBATE		250.00
0000063783	08/09/2023	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	MIF Spanish curriculum Gr 3		2,841.05
0000063784	08/09/2023	HSLC	LIBRARY LICENSE & FEES 5-8	TECH LIBRARY ED SOFT LIC 9-12	900.00
0000063785	08/09/2023	Hudak Andrew	SENIOR CITIZENS TAX REBATE		500.00
0000063786	08/09/2023	HURRICANE WRESTLING CLUB	Wrestling Tournament Entry Fee		650.00
0000063787	08/09/2023	ILLINGWORTH BARBARA	SENIOR CITIZENS TAX REBATE		250.00
0000063788	08/09/2023	INFOBASE	blooms literature database renewal		875.21
0000063789	08/09/2023	INSPIRED WELLNESS	PYGR CONF EMPL TRAIN TITLE II		625.00 #
0000063790	08/09/2023	INTEGRITEC INC.	Repair/Maintenance Equipment		465.00
0000063791	08/09/2023	IXL.com	Educ Software		8,249.00
0000063792	08/09/2023	JAMF SOFTWARE	JAMF Renewal		22,594.00

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0000063793	08/09/2023	JOHNSON CONTROLS FIRE PROTECTION LP	Repair/Maintenance Equipment		27,167.36
0000063794	08/09/2023	JOHNSTONE SUPPLY	SUPPLIES - PLANT OPERATIONS	Supplies	238.79
0000063795	08/09/2023	JOSHUA TREE INC.	tree removal storm damage and trimming		1,311.46
0000063796	08/09/2023	KellyAnn Spradlin	LEARN SUPPT - PROF SVC - MS - COMP ED		3,120.00 #
0000063797	08/09/2023	KENDORE LEARNING/SYLLABLES LEARNING CENTER	SUPPLIES TITLE I K - 4		236.60
0000063798	08/09/2023	KENSOL AIRWAYS / TOP JOB BLDG	Repair/Maintenance Equipment		1,905.00
0000063799	08/09/2023	KEYSTONE FIRE AND SECURITY	Repair/Maintenance Equipment	REPAIRS & MAINTENANCE	4,959.00
0000063800	08/09/2023	KRUKOWSKI WALTER	SENIOR CITIZENS TAX REBATE		250.00
0000063801	08/09/2023	LAKESHORE LEARNING MATERIALS	Classroom Supplies	FREIGHT	897.93
0000063802	08/09/2023	LANDERS DAVID	SENIOR CITIZENS TAX REBATE		250.00
0000063803	08/09/2023	LEARNING A-Z	Educ Software for ELD		304.00
0000063804	08/09/2023	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.36
0000063805	08/09/2023	LIBERTY PAPER	SUPPLIES		9,786.00
0000063806	08/09/2023	LINDE GAS & EQUIPMENT INC.	Supplies		103.88
0000063807	08/09/2023	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		2,800.00
0000063808	08/09/2023	LOGAN KIRIPOSKI INC.	Rental		475.00
0000063809	08/09/2023	LONGO CAROL	SENIOR CITIZENS TAX REBATE		250.00
0000063810	08/09/2023	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION	Supplies	10,970.61
0000063811	08/09/2023	MACMILLAN OIL CO.OF ALLENTOWN	Supplies		1,070.00
0000063812	08/09/2023	MARENEM, INC.	SUPPLIES TITLE I K - 4		599.50

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 07/24/2023 - 08/09/2023

Payment Numbers: 0000063730 - 0000063875

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063813	08/09/2023	MATEY GARY S	SENIOR CITIZENS TAX REBATE		250.00
0000063814	08/09/2023	MATHIAS KENNETH S.	SENIOR CITIZENS TAX REBATE		250.00
0000063815	08/09/2023	MC GRAW HILL SCHOOL EDUCATION HOLDINGS LLC	Books for SIP Program		51.44
0000063816	08/09/2023	MEDCO SUPPLY COMPANY	Athletic Training Supplies		3,012.97
0000063817	08/09/2023	MICKOLAY RUTH D.	SENIOR CITIZENS TAX REBATE		250.00
0000063818	08/09/2023	MICROBAC LABORATORIES INC.	Repair/Maintenance Equipment		149.98
0000063819	08/09/2023	MILLER'S PIANO SERVICE	REPAIR/MAINT OF EQUIPMENT 5-8		140.00 #
0000063820	08/09/2023	MONTGOMERY COUNTY IU #23	Training		1,280.00
0000063821	08/09/2023	MORAVIAN ACADEMY ATHLETICS	Lion Invitational Entry Fee		225.00
0000063822	08/09/2023	MOSTEK SHIRLEY F.	SENIOR CITIZENS TAX REBATE		500.00
0000063823	08/09/2023	MUSIC & ARTS	SUPPLIES REGULAR 5-8		23.76
0000063824	08/09/2023	NAVIGATE360, LLC.	EDUC SOFT & LIC - BUS OFC	SOFTWARE AND LICENSE	7,092.12
0000063825	08/09/2023	NEARPOD INC.	Nearpod Renewal		29,674.35
0000063826	08/09/2023	NORTH EAST PARTS GROUP LLC.	Supplies		1,020.29
0000063827	08/09/2023	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,301.75
0000063828	08/09/2023	NORTHEAST JANITORIAL SUPPLY	SUPPLIES - PLANT OPERATIONS		431.52
0000063829	08/09/2023	OREM GEORGIANA D.	SENIOR CITIZENS TAX REBATE		250.00
0000063830	08/09/2023	OTIS ELEVATOR CO.	Repair/Maintenance Equipment		4,543.74
0000063831	08/09/2023	PAGE	TITLE II - PROF ED TRN & DEV		261.04
0000063832	08/09/2023	PARENT INSTITUTE	Newsletters		249.00
0000063833	08/09/2023	PAVLINSKY MARION	SENIOR CITIZENS TAX REBATE		250.00
0000063834	08/09/2023	PEDIATRIC THERAPEUTIC SERVICES INC.	PROF SVCS		8,728.37

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 07/24/2023 - 08/09/2023

Payment Numbers: 0000063730 - 0000063875

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063835	08/09/2023	PENNSYLVANIA ASSOCIATION OF	STAFF DEVELP SVC - TRAINING		75.00
0000063836	08/09/2023	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	7,701.22
0000063837	08/09/2023	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	17,448.63
0000063838	08/09/2023	PENNSYLVANIA MUSIC EDUCATORS-PMEA	PMEA Membership		145.00
0000063839	08/09/2023	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,939.34
0000063840	08/09/2023	PLETZ VILMA	SENIOR CITIZENS TAX REBATE		650.00
0000063841	08/09/2023	POWERSCHOOL GROUP LLC	Naviance Renewal		6,370.04
0000063842	08/09/2023	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		1,775.76
0000063843	08/09/2023	PRESTWICK HOUSE	Our Town Downloadable activity pack		30.95
0000063844	08/09/2023	PTS PROVIDERS, INC.	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - HS	297.00
0000063845	08/09/2023	QUADIENT LEASING USA INC.	RENTAL POSTAGE MACHINE		975.00
0000063846	08/09/2023	REALLY GOOD STUFF LLC	Supplies for Kdg		203.28
0000063847	08/09/2023	RENEE HILLMAN	SENIOR CITIZENS TAX REBATE		250.00
0000063848	08/09/2023	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,614.50 #
0000063849	08/09/2023	Roberts Oxygen Co. Inc	Supplies		427.47
0000063850	08/09/2023	ROHRER BUS SALES INC.	Supplies		49.75
0000063851	08/09/2023	Rutz Jessica	SENIOR CITIZENS TAX REBATE		300.00
0000063852	08/09/2023	SCENARIO LEARNING LLC	INSTR STAFF DEVL - SOFT/LIC - TITLE II - DISTRICT		2,000.00
0000063853	08/09/2023	SCHEIDLER GLORIA	SENIOR CITIZENS TAX REBATE		500.00
0000063854	08/09/2023	SCHOOL NURSE SUPPLY INC.	Nurse supplies		1,461.63

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 07/24/2023 - 08/09/2023

Payment Numbers: 0000063730 - 0000063875

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063855	08/09/2023	SEESAW LEARNING INC.	Educ Software		2,700.00
0000063856	08/09/2023	SERVICE TIRE TRUCK CENTERS	Supplies		4,858.20
0000063857	08/09/2023	SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	21,626.09
0000063858	08/09/2023	SHONEBERGER CLIFTON S.	SENIOR CITIZENS TAX REBATE		250.00
0000063859	08/09/2023	SHOOK RICHARD W.	SENIOR CITIZENS TAX REBATE		250.00
0000063860	08/09/2023	Simpson Plumbing-Heating-A/C Inc.	REPAIRS & MAINT - HS		1,775.00
0000063861	08/09/2023	Stats Medic LLC	Stats Medic Review Course License		1,450.00
0000063862	08/09/2023	STEM LAWN CARE	Lawn Maintenance		8,750.00
0000063863	08/09/2023	THATCHER HILDA E	SENIOR CITIZENS TAX REBATE		250.00
0000063864	08/09/2023	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	29,197.30 #
0000063865	08/09/2023	THE SHERWIN WILLIAMS CO.	SUPPLIES - PLANT OPERATIONS		83.16
0000063866	08/09/2023	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		71.32
0000063867	08/09/2023	UNDERWOOD DISTRIBUTING COMPANY	Graphing Calculators		2,869.45
0000063868	08/09/2023	UNITED SALES USA CORP.	SUPPLIES		6,619.20
0000063869	08/09/2023	UNIVERSITY OF ILLINOIS PRESS	American Journal Of Psychology membership		81.00
0000063870	08/09/2023	VIA OF THE LEHIGH VALLEY	SPEC ED - OTHER PROF SERVICE		2,700.00
0000063871	08/09/2023	VISTA HIGHER LEARNING	Books for EL's		909.50
0000063872	08/09/2023	WILMINGTON TRUST FEE COLLECTIONS	DUES & FEES BUS OFFICE		780.00
0000063873	08/09/2023	XEROX FINANCIAL SERVICES	LEASE PRINCIPAL EXPENDITURES		11,342.16
0000063874	08/09/2023	XTRA MATH	Educ Software		500.00
0000063875	08/09/2023	ZANER-BLOSER	Superkids Consumables		7,795.50

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 07/24/2023 - 08/09/2023

Payment Numbers: 0000063730 - 0000063875

Payment Categories: Regular Checks

Sort: Payment Number

10 - GENERAL FUND	752,437.92
Grand Total All Funds	752,437.92
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	752,437.92
Grand Total All Payments	752,437.92

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

Academic and Personnel Committee – August 2, 2023

The Academic and Personnel Committee of the Saucon Valley School Board met on August 2, 2023, in the District Office Conference Room.

The following items were on the committee agenda for Discussion & Action:

Building Level Student Handbooks:

Elementary School

Middle School

High School

Recommendations:

The committee recommended sending The Building Level Student Handbooks to the Board for approval.

Saucon Valley Elementary School

Student and Parent Handbook

2023-24 School Year



SAUCON VALLEY ELEMENTARY SCHOOL CONTACT INFORMATION

Main Office – 610-838-7001 ext. 4701

Amy Braxmeier, Principal

Amy.Braxmeier@svpanthers.org

Thomas Halcisak, Assistant Principal

Thomas.Halcisak@svpanthers.org

Lisa Harkins, Elementary School Administrative Assistant to the Principal

Lisa.Harkins@svpanthers.org

Dolores Everhart, Elementary School Administrative Assistant to the Assistant Principal

Dolores.Everhart@svpanthers.org

Guidance Office

Kelly Wehr, Counselor, Students with last name A-L

Kelly.Wehr@svpanthers.org

Francesca Lesisko, Students with last name M-Z

Francesca.Lesisko@svpanthers.org



SVSD SCHOOL CALENDAR

Saucon Valley School District

School Calendar 2023-24

August/September				
M	T	W	T	F
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17- Teacher Induction/First Teacher Inservice Day (Half Day)
21- Teacher Inservice Day
22- Teacher Inservice Day
23- First Student Day
1&4- Labor Day Holiday

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19- Presidents Day

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

28-29 Spring Break

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20-21 Teacher Inservice Day
22- Teacher Inservice (Half Day)
23- 24 Fall Break

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1- Spring Break

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22- Half Day for students and teachers
25-29 Winter Break

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27- Memorial Day

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-2 Winter Break
15- Martin Luther King Day
16- Teacher Inservice

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4- Last Student Day
5- Teacher Inservice (Half Day)

	First/ Last Student Day
	Teacher Inservice Day
	Schools Closed for Teachers and Students
	Half Day for students and teachers

	Teachers	Students
August	10	7
September	19	19
October	22	22
November	20	17
December	16	16
January	20	19
February	20	20
March	19	19
April	21	21
May	22	22
June	3	2
TOTAL	192	184



SVES SCHEDULES

Daily Schedule	
SVES Doors Open	8:40 am
HR	8:50 am
Dismissal Begins	3:10 pm

Two-Hour Delay Schedule	
SVES Doors Open	10:40 am
HR	10:50 am
Dismissal Begins	3:10 pm

Early Dismissal Schedule	
SVES Doors Open	8:40 am
HR	8:50 am
Dismissal Begins	11:25 pm

* Please note, students transported by car or walking to school should not arrive prior to 8:40 am (10:40 am on Two-Hour Delay Days) since there is no supervision for children prior to 8:40 am. School doors will open at 8:40 am.

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REGISTRATION & WITHDRAWAL

Kindergarten Registration (School Board Policy 201):

A child is eligible for admission to **Kindergarten** if they are **five (5) years old on or before September 1**. There may be exceptions up to thirty days following this deadline.

Parents registering their child in Kindergarten for the upcoming school year will be required to register their child on InfoSnap, SVSD's on-line registration tool. More information can be obtained by visiting the SVES website.

Immunizations Required:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Kindergarten Screening: A Kindergarten Screening will be held prior to the start of the student's Kindergarten School Year. Participation in the screening is strongly encouraged so that the staff can meet you and your child and gather information about your child.

Grades 1-4 Registration (School Board Policy 201):

Parents enrolling their child in SVES will register their child using InfoSnap, SVSD's on-line registration tool. Academic records will be requested from the previous district as soon as the child is admitted. To effectively place students, school personnel may administer several assessments prior to assigning the new student to a classroom.

Withdrawals/Transfers (School Board Policy 208):

Parents withdrawing their child from SVES must notify the elementary office to fill out the withdrawal form. All school materials are to be returned to your child's teacher. The office staff will verify that the family owes no materials/money and whether the cafeteria needs to return money to the parents.

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 SVES Main 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 **SVES Main Office** or may be sent via e-mail to: es-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 8:50 a.m. Any student arriving to homeroom/school AFTER homeroom is considered late/tardy and MUST report to the SVES Main Office and be recorded as late to school at which time they will obtain a pass in order to report to HR/class. Habitual tardies may result in the school holding a School Attendance Improvement Plan (SAIP), or disciplinary measures such as lunch detention and/or after-school detention.

Early Dismissal Procedures:

Students who need to be excused from school before the end of the regular school day (3:10 p.m.) MUST submit a signed note from their parent to the SVES Main Office prior to 9:00 a.m. 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 parent will sign out their child before they leave and sign in their child upon their return. Please ensure that you have your child's ID card with you. Your child will only be released to a parent/guardian or an authorized emergency contact.

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.

Homework Requests and Make-Ups:

If you would like to request homework for the day(s) your child is absent please contact your child's teacher **before 9:00 A.M.** to arrange for homework assignments. These assignments will be placed on the table in the lobby for pick-up after dismissal. After 9:00 AM, homework will be available the next school day. If your child's absence is expected to be for an extended period of time, please contact the teacher to arrange for homework assignments. **A student may not participate in any school sponsored after-school activity for any day of absence unless previous arrangements are made with the principal.**

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 SVES Main Office, the SVSD District Office or our website:**
http://www.svpanthers.org/uploaded/policies_procedures_forms/district_wide/attendance/approvedAbsenceForm.pdf

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.

STUDENT SERVICES

Counseling Services:

Saucon Valley Elementary School counseling department offers a comprehensive, developmental program that proactively addresses students' academic, career, and personal/social needs. School counseling services are short-term in nature and assist students in exploring pathways that will provide positive education and growth. Based on students' needs counselors provide solution-focused counseling services in varied contexts including individual, small group, and classroom lessons. As professionals, school counselors are student advocates that provide support to maximize student potential through consultation, collaboration, and coordination with families, teachers, and other supports.

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

Please visit the [Counseling Office on our website](#) for additional information.

Our Counselors will service students in Grades K-4 based on the child's last name:

Mrs. Wehr - Students with last names A-L

Mrs. Lesisko - Students with last names M-Z

Student Assistance Program (SAP):

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students. SVES's SAP Team works to assist students and families in providing resources such as in-school small groups focused on topics such as grief, stress management and friendships, as well as providing Behavioral Health Assessments and recommendations based on the assessment. All services provided through SAP require parental permission. For more information, please contact your child's Guidance Counselor.

ACADEMICS

School-Wide Title I Program (School Board Policy 918 and 918.1):

In keeping with our commitment to ensure that all students achieve grade level standards, SVES continues to implement Title I services. The SVES Title I program receives financial assistance to improve educational opportunities for students who show academic need. The Title I program is designed to help students in grades K - 4 meet the state content and performance standards in reading. This program provides students with additional instruction and practice during the regular school day. To access information regarding Title I contact the Reading Specialists at Saucon Valley Elementary School. A Parent Resource Center with information on a variety of topics is available on our website and in the elementary school library.

Student Success Team:

The Student Success Team is a team that focuses on comprehensive, multi-tiered approaches to enable early identification and intervention or enrichment for students with academic and/or behavioral needs. Implementation requires three essential components: multiple tiers of intervention, a problem-solving method, and an integrated data collection/assessment system to monitor progress and make instructional decisions. The members of the teams include: classroom teacher(s), reading specialists, school psychologist, school counselor, speech therapist, assistant principals, principal, and director of special education.

The elementary school has implemented an Intervention/Enrichment (I/E) period to provide time for targeted interventions and enrichment opportunities. Doing so allows us to more effectively align instruction to student needs. During this period, support staff are available to support classroom teachers. Students may switch rooms and work with students with similar needs under the supervision of other staff members.

Any student experiencing consistent academic difficulties may be a candidate for the Student Success Team. Students are identified for this service by the classroom teacher, other educators, or parents in collaboration with the classroom teacher. Should you feel that your child is in need of remedial services, please contact your child's classroom teacher.

The Student Success Team is the primary process for parents and teachers alike to initiate the Child Find process for determining if a child needs Special Education services. The Student Success Team has been developed to assist those students who have been experiencing academic and/or behavioral difficulties affecting their ability to learn. It is through this process that specific instructional strategies are developed and implemented in a regular classroom. The Team quantitatively monitors the students' success. At each building in Saucon Valley School District, a core team of principals, counselors, reading specialists, school psychologists, director of special education and related service providers meet to discuss individual student needs.

Multi-Disciplinary Team Evaluation:

An MDE (school evaluation) is used to find out if a student needs or continues to need special education, and, if so, the types of services the child should receive. The evaluation or re-evaluation must be provided at no cost to the child or family. An MDE is “multi-disciplinary” and uses a “team” approach – that is, several methods are used by a group of people to do the evaluation. No one test (such as an IQ test), or one person, can determine your child’s needs. The parents are part of the MDE “Team.” The purpose of the initial MDE is to gather the information necessary to determine whether the child has a disability that affects his or her learning, and to design a program in which the child can make real progress. A child can be determined to be eligible for special services even if he or she has been progressing from grade to grade. The purpose of a re-evaluation is to determine if the child still needs special services, and whether the child is making reasonable progress towards his or her goals – and, if not, what changes are needed.

Gifted Education Program

Referral for gifted testing may be made by the Student Success Team or parents. Elementary school students who demonstrate superior academic achievement and meet minimum standards on screening instruments may be referred for testing by the school psychologist for the Gifted Education Program. Consequently, a skills program will be designed to provide instruction for students in the areas of communication, research, problem-solving, and critical thinking skills.

The Saucon Valley School District actively seeks students within its borders who appear to demonstrate characteristics of a student who is academically gifted. Saucon Valley will conduct annual data reviews to look for students who are performing significantly above age mate peers in the areas of literacy and math. This annual data review will be part of a larger universal screening process aimed at monitoring the overall performance of students and the effectiveness of our curriculum and instruction. Students who meet the established criteria will receive a dual response. First, academic teams will consider instructional adjustments that can be made in the classroom and secondly, the district will collect some more formal data to determine if the student should be considered for a full evaluation. Parents will be notified of both the collection and the results of this second layer of data analysis. The timing of this annual review will coincide with the point at which the most universal screening data is available and current.

Speech:

Students may be referred for a screening and/or evaluation due to speech and language concerns. Students may be referred for a screening and/or evaluation by teachers and/or parents. In addition, universal screenings are completed during a student's kindergarten and first grade year. Speech and Language Support services are determined and provided as needs are identified by the Speech-Language Pathologist. The goal for Speech and Language Support services is to improve student communication within the educational environment.

Hearing & Vision:

The services of vision and hearing therapists are available and applied as needs are identified. Hearing and Vision Support services are available and applied as needs are identified through a Multi-Disciplinary Team Evaluation.

Report Cards:

Report cards are issued four times a year. You are asked to keep the report card, sign the envelope, and return it to school. Please refer to the school calendar for anticipated report card dates. You should also expect continuous feedback through the year via teacher conference, homework assignments, tests, class work, and dialogue with your child. Please contact your child's teacher with any questions or comments.

Report Cards in Grades K - 4 address a standards-based system in the content areas. Standards-based reporting means that the grade of 1,2,3 sometimes 4, represents the student's mastery of specified standards. It also takes into account that learning occurs across time. Therefore, grades are not averaged, but examined to identify the progression of learning across the quarter. When a student demonstrates achievement of the standard independently, assessments may be emphasized more than a grade from initial learning completed at the beginning of a quarter.

Encore Schedule:

During each Encore Class Cycle, children in grades K-4 will participate in the following classes: art, music, library, health and two physical education classes. The Encore Class Cycle is numbered; therefore, classes do not occur on fixed days of the week, and the cycle rotates throughout the school year to avoid missed Encore classes when school is not in session, whether days are scheduled off or called off because of inclement weather. Your child's Encore schedule will be communicated via the classroom teacher.

Homework:

Parents and students should expect daily homework during the week. For each grade level, the common expectation is 10 minutes per grade level (e.g., 3rd grade: 10 minutes x 3 = 30 minutes) plus at least 20 minutes of independent reading. Additionally, our children need to commit math facts and sight words to memory so they can recall them quickly. In the primary grades, this means that the children need to have addition and subtraction facts memorized as well as Memory Words. In the intermediate grades, the children need to have addition, subtraction, multiplication and division facts memorized as well as fraction/decimal conversions, etc. The classroom teacher will share the grade level expectations and let you know if your child needs extra practice at home. Please note: automatic recall of math facts & High Frequency Words/Sight Words is important to allow the child to focus on learning concepts and strategies. Your child's grade will be impacted if he/she does not master basic facts and High Frequency Words/Sight Words for automatic recall.

2023-24 Standardized Testing Information & Dates:

Our school district has a comprehensive assessment program. The Pennsylvania School System of Assessment (PSSA) is administered in third and fourth grades. Measurement of Academic Progress (MAP) and/or Classroom Diagnostic Tools are administered in Kindergarten through fourth grade and DIBELS is administered to students in Kindergarten through second grade. We regularly collect information on student achievement compared to district, state, and national standards. Classroom teachers monitor student progress and communicate this on a timely basis to parents.

- PSSA - The designated PSSA testing window for this year is:
 - Grades 3 & 4 ELA - April 22-26, 2024
 - Grades 3 & 4 Math - April 29-May 3, 2024
 - Grade 4 Science - April 29-May 3, 2024

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.

Homebound Instruction:

Students who will be absent from school for an extended period of time due to serious illness or injury may qualify for Homebound Instruction. Please contact the school counselor for information should these services be needed.

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 an elementary 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 (SWPBS) 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 Elementary School has three behavioral expectations for all students. We expect our SVES Panthers to be:

Respectful
Responsible
Safe



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

	Hallway/ Stairs	Bathroom	Cafeteria	Playground	Bus	Large Group	Classrooms
Respectful	0 voice: Personal space	0 voice: leave when finished	0 or 1 voice: Kind words: Raise hand for help	Use kind words: enter building with a 0 voice	Level 1 voice: Use kind words	0 Voice: Listen to presenter	Use kind words. Follow posted voice volume
Responsible	Follow directions the first time. Hands at side: Eyes forward	Follow directions. Flush once and wash hands	Have all materials: sit in assigned area	Play fair: Line up quickly	Have all materials: Sit in assigned seat	Sit appropriately: participate appropriately	Have all materials: Work in assigned area
Safe	Walking feet: Go directly where you need to be. Stay close to the railing. Use one step at a time	Sign in/out as required, Keep bathroom clean	Walking feet: Use body safely. Use materials safely. Keep area clean	Use body safely. Use equipment safely.	Use body safely. Use materials safely: Facing forward: Aisle clear	Use body safely. Use materials safely.	Use body safely. Use materials safely.

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, **Think Sheets, Verbal Warnings, Parent/Guardian Conferences, Lunch Detentions, Alternative Learning Assignments, After-School-Detentions, Hallway Restriction/Escort, Bus Suspensions, Restitution, Loss of Privileges, 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. conflict resolution, coping skills), facilitated mediation, referral to Tier II (Check-In/Check-Out program) or Tier III behavior interventions.**

Think Sheets:

Think Sheets allow students an opportunity to reflect on their choices and determine the effectiveness of the choice. It also allows the student to determine ways to help make the situation better and/or resolve the situation.

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 cafeteria detentions, after-school detentions, ISS and OSS. Failure to complete these assignments may lead to additional consequences.

Lunch Detention:

Lunch detentions will be held in the Main Office. Students will report to the Main Office on their scheduled days. Students are to bring their lunch with them to the Main Office (the student may purchase lunch prior to arriving to the Main Office). 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 3:20 pm to 4:15 pm. **Transportation home is the responsibility of the student/parent. There will be no transportation provided by the school.** Parents will be given a minimum of 24 hours notice so that alternate transportation arrangements can be made. 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. **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.** 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 Think 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.

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 8:50 am to 3:00 pm in a structured environment away from the student population. 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.

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 9:00am and 3:15pm. Fines and costs may be levied for offenses such as truancy, 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 SVES 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, Think Sheet, 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 teacher 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.
Inappropriate Language	Student uses inappropriate language without malicious intent (excluding harassment language which is considered a Level III/Major Behavior).
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.
Unprepared for Class	Student fails to bring necessary materials to class.
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, being inattentive, 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.
Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Disrespect (Major)	Student directs socially unacceptable words or rude 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
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.
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.
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.

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 typically 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.
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 field trips
- 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.

Bullying & Cyberbullying (School Board Policy 249):

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

- Substantial interference with a student's education
- Creation of a threatening environment in the school or
- Substantial disruption of the orderly operation of the school

Bullying may occur in the school setting or out of the school setting. Bullying, as defined in this policy, includes cyberbullying.

School setting means:

- In the school

- On school grounds
- In school vehicles
- At a designated bus stop
- At any activity sponsored, supervised, or sanctioned by the school
- On the internet, including, but not limited to, messaging, texting, emailing, posting on social media, when the district's hardware or network are used to access the internet for such activity, or when the posting is done on a school sponsored website or social media account.

Out of the school setting means:

- At any place not identified in "school setting" above. Examples include, but are not limited to, at private residences, commercial establishments, or non-school public places, or on the internet or electronically when the district's hardware, network, or school-sponsored websites or social media accounts are not used.

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; or a situation that creates an imbalance of power in a relationship.

Complaint Procedures of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties, witnesses, the filing of the complaint, and the investigation shall be maintained, consistent with the school district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of bullying or participation in an investigation into allegations of bullying.

Each student shall be responsible to respect the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying. Students and parents/guardians who become aware of an act of bullying are to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying or participating in an investigation into allegations of bullying may be subject to appropriate disciplinary consequences. When a student believes that s/he is being bullied, intimidated or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate, to the extent possible. The student shall also follow the established complaint procedure.

Complaint Procedure:

1. A student 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. The school principal or designee shall review complaints of bullying for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 103 or 103.2, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 103 or 103.2, as appropriate.
3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.
3. 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 method for separation of the bully and victim; parental conference; detention; suspension; 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.
4. 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.

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, 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.

Weapons:

We are compelled by state law and school district policy to deal harshly with any incidents of weapons brought into school. The SVSD policy “prohibits possession of weapons or replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity by any student, employee or other person. The school district shall expel, for a period of no less than one year, any student who violates this weapons policy . The Superintendent may recommend discipline short of expulsion on a case-by-case basis.” Please discuss this policy with your child as well as the definition of weapons, which includes pocket knives, lighters, kitchen utensils, nail clippers with pointed files, or toy weapons. Encourage your child to check with you before bringing anything to school or to talk to an adult immediately if a toy weapon is mistakenly brought to school.

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:

- Students are expected to wear comfortable clothing appropriate for a school setting. Should a student’s attire be considered inappropriate, he/she will be asked to call home to obtain a change of clothes. It is important that your child wear comfortable, safe shoes; flip-flops are discouraged. Other examples of inappropriate clothing include halter-tops, half or bare-backed shirts, and fish-net shirts.
- 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.
- In addition to the aforementioned criteria, the administration reserves the right to make decisions regarding the decency of student dress.

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 School Board prohibits the use of any electronic device by any Elementary School student while in district buildings or on school grounds during school hours. Any electronic device that is possessed by any student in school buildings or on school grounds during school hours must remain powered off and kept out of sight at all times except as follows below.

Exception: Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so. Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency. Nothing in this

policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

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 device as the result of a policy violation.

Penalties for Violations

The Board authorizes building administrators and teachers 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.

TRANSPORTATION

Bus Transportation:

We strongly encourage that children ride the buses provided by the district. Children are to be at their bus stop 5 - 10 minutes prior to the established pickup time. All bus students arrive at school between 8:40 and 8:50 a.m. Students are to report directly to their classrooms. All bus riders and their guardians are required to review the [Transportation Discipline Plan](#) posted on the school district website before beginning to ride the bus.

Please note: Kindergarten and first grade students will not be dropped off at their afternoon bus stop unless a parent/guardian is present.

Please note: Dismissal takes a bit longer at the beginning of the year as the students learn the routines.

Parent Drop-Off & Pick-Up Procedures:

AM Parent Drop-Off Procedures:

Students are permitted to enter the building at **8:40 a.m.** through the **gym entrances in the back of the building**. Students will not be admitted into the building before 8:40 a.m. because no supervision will occur prior to this time. Students arriving by car should be dropped off in the parent drop off loop between 8:40-8:50 AM **at the back of the school at the elementary gym lobby**. We ask that parents pull as far forward as possible in the “loop” to avoid a back-log of cars on the access road. **Children are not to be dropped off in the front elementary parking lot.**

PM Parent Pick-Up Procedures:

K-2 students in parent pick-up:

Parents who pick up their children at the end of the day should pull up in the parent pick-up loop at the back of the elementary school gym lobby no earlier than 3:05 p.m. This is the same location as parent drop-off. Children will be walked out to the car by a staff member. **The person picking up the child MUST present the ID cards provided at the beginning of year.**

3rd-4th students in parent pick-up:

Parents who pick up their children in grades three and four at the end of the day should pull up to the Pond Lobby entrance of the Middle School building at 3:05. 3rd-4th grade students will be walked out to the car by a staff member. **The person picking up the child MUST present the ID cards provided at the beginning of year.**

Families picking up children in K-2 and 3rd-4th grades:

If you have a child in grades K-2 and 3-4, your younger children will accompany your older children to the Pond Lobby for pick-up. This will help to make parent pick-up at both locations run quickly and smoothly. **The person picking up the child MUST present the ID cards provided at the beginning of year.**

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.

Walkers:

All students who walk home from school will be dismissed at Door 6 in the front of the building. Third and fourth grade students will be escorted to the cross walk where they will disperse independently. Students in grades K-2 must be met by a parent/guardian at Door 6. **The person picking up K-2 walkers MUST present the school ID cards issued at the beginning of the year.**

Bike Riding

K-4 students are **not** permitted to ride their bikes to school.

OPERATIONS

Acceptable Use of Technology:

Per School Board Policy #815 adopted June 26, 2012, the Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action. Please refer to Board Policy on the website. The SVES has various forms of technology available for student use. Technology is often integrated with instructional activities as a tool for gathering and communicating information. Students are expected to use the school computers/devices carefully and respectfully.

Saucon Valley Elementary School 2023/2024 Responsible Use Agreement

Saucon Valley Elementary School uses technology to learn how to become self-directed learners, connecting with one another and the world in a respectful, responsible, and safe way.

When I use our school technology, I follow our Responsible Use Agreement.

To be RESPONSIBLE with technology I will...

1. Follow school and home time rules for technology use, and not spend too much time online.
2. Take good care of devices that my school or family lets me use and be responsible for any loss or damage to them.
3. Make responsible decisions about what I watch, play, upload and send.

To be RESPECTFUL with technology I will...

1. Be truthful, kind and respectful when commenting on someone else's online work.
2. Make good choices about when and how often I get in touch with friends online.
3. Not exclude my classmates or be mean, rude or hurtful to anyone online.
4. Give credit to work other people have done and not copy other people's work.



To be SAFE with technology I will...

1. Only share my password with trusted adults and my teacher(s).
2. Not give out my personal information--including my birthday, last name, address, school, picture or phone number.
3. Get my teacher's permission before I upload or download photos, videos or games, or fill out surveys or forms online.
4. Tell trusted adults, teachers or counselors if anything happens online that makes me feel upset, sad or unsafe.

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.

Cafeteria:

Rise and Shine Breakfast Program:

Our school cafeteria will offer breakfast to all elementary school students from 8:40 – 9:00 a.m. (except when there is a 2-hour delay). For additional information please visit the school food service website.

Lunch:

Students must either purchase a school lunch or bring a packed lunch. Students may purchase milk separately. Please remember to mark lunch containers with your child's name. Cafeteria menus are available on the district website or by calling ext. 1400. School lunches conform to the National School Lunch Program standards and may be purchased at the prevailing price as long as the requirements for a lunch tray are met. Five (5) items comprise a tray lunch. These include,

- Meat or Meat Alternative (Protein)
- Grain/Bread
- Fruit
- Vegetable
- Milk

Your child may take all 5 items, but he/she must take at least 3 items for the tray to count as a lunch and pay the tray lunch price. Entrees count as 2 items. Each meal must include one serving of fruit, juice or vegetable.

All students will be provided a school program meal, regardless of their account balance and the meal will be charged to their account. This includes both breakfast and lunch meals. No ala carte items/snacks can be charged on a negative account or if the account is not funded for the purchase.

A school food program meal can only be denied if the student's parent or guardian has directed the school cafeteria in writing, to withhold meals from a student. All communications will be directed to the parent or guardian for students in grades K-4, regarding an outstanding meal balance due and not to the student.

Please see the school food service website for additional information.

Families who meet the qualifications established for free/reduced lunch must complete an application and submit it to the school anytime during the school year. Applications are available in the office and can also be completed online at: [SchoolCafé \(www.schoolcafe.com\)](http://www.schoolcafe.com)

The Department of Food Services for the SVSD uses a Point-of-Sale (POS) computer system in our school cafeterias. Students swipe their identification cards to access their account. This technology allows us to provide debit accounts for student meals and improve meal-tracking capabilities. Parents can make ACH payments online by setting up an account on myschoolaccount.com or send cash/check to school and place in the school office drop

box. If you have any questions, please feel free to call the Food Service Office at 610-838-7001 ext 1401.

Parents will be refrained from bringing fast food items into the cafeteria for their children during lunch.

Changes To Dismissal Policy:

When it is necessary for your child to deviate from his/her normal routine, please send a note indicating this change. Please do not email any changes to the teacher as a substitute teacher will not be able to access that message. Similarly, in order to handle effectively the number of daily requests for changes in transportation, all changes **must** be communicated before **2:00 p.m.** Pertinent situations include staying after school for a special event, walking to an address other than his/her own, being picked up by a parent when the child usually walks or rides the bus, etc. If you do not contact the teacher regarding alternative transportation options for your child, even on early dismissal snow days, your child's normal transportation routine will be followed.

Custody Documents:

We recommend you share any custody/legal documents you may have with our main office. We will need to follow the most recent documents we have on file. Should something change, please present an updated copy of your agreement to the Main Office.

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 select children.

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 school issued library books, musical instruments, textbooks, iPads, iPad accessories, etc., issued to students must be returned at the conclusion of the school year, at which time the items will be checked for damage or misuse.

- Each student who fails to turn in an assigned school issued item will be responsible for replacing it at full value deemed appropriate by the elementary school.
- 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 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.
- 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.

Food in the Classroom:

To help maintain the safety of students with known allergies, **we are no longer able to accommodate edible birthday treats in our classrooms.** If parents wish to send in treats to celebrate their child's birthday, please consider books for the classroom library, pencils, or erasers. Parents may purchase healthy Birthday Baskets from the SVSD Cafeteria. Teachers will work with class parents to coordinate holiday classroom parties and keep food offerings as safe as possible.

Health/School Nurse:

First Aid:

If a minor accident occurs at school, first aid will be administered. No treatment beyond first aid will be given. For more serious incidents, the parent will be notified.

Illness:

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 higher 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 Main Office upon your child's return.

Medication:

Children are not permitted to carry or take any medication at school without a doctor's order and parent permission. The School Nurse MUST have a copy of the doctor's order. This policy consists of prescription and over-the-counter medication including cough drops. If

you have any questions, please contact the school nurse.

Exclusion:

On occasion, a child may be suspected of having a health condition that may be contagious and warrant examination by a physician. In these instances, the school may issue a Health Exclusion Form, requiring completion by a doctor before your child can be readmitted to school.

Excused from Outdoor Play:

A child healthy enough to attend school is considered healthy enough to participate in playground and physical education activities and will be expected to participate. Special consideration will be given to students who have health problems documented by a physician.

Health Screenings:

Hearing

Hearing tests are performed annually by the school nurse for children in Kindergarten through third grade. Children with previously identified hearing problems or who have been referred by the classroom teacher are also examined.

Vision

The school nurse administers vision tests to all students annually and reports any concerns to parents.

Growth

Growth screening is performed annually on all students. The growth exam is the measurement of the student's height and weight. The school nurse will use these measurements to compute the BMI (body mass index) and will notify parents of the results.

Medical Examinations

School health law requires medical exams for children upon entry to school. Immunization records are required prior to the start of the school year. Parents may wish to have their family physician examine their child and complete the required forms or have their child examined by the school doctor.

Dental Examinations

Dental examinations are required for children in Kindergarten or first grade and third grade. Parents may choose to have their child examined by the school dentist or family dentist. Dental forms are provided.

Inclement Weather/Emergency Closings:

If it becomes necessary to close school because of inclement weather or for any other reason, the procedure outlined below will be followed. Emergency information, including school closings, will be listed on our district website at www.svpanthers.org

☆ Parent notification will occur through the district's all-call system. Those parents desiring

this notification must have their contact information included in the Student Information System.

- ☆ Notification will also occur via website, radio, and television stations. Stations will broadcast information as soon as it becomes available.
- ☆ Please check with the media or the website if closing seems likely.
- ☆ **PLEASE DO NOT CALL** the SVES Office, the media stations or the homes of school personnel. These lines must be kept open for emergency calls.
- ☆ If it becomes necessary to close school during the day, announcements will occur using the same media. We will also utilize the all-call system to send a message to every parent whose contact is listed in the system.
- ☆ Please note that the decision to delay the opening of school or to close the school is made in consultation with the Director of Transportation and the Hellertown and Lower Saucon Police Departments. It is with their input concerning local traveling conditions and the forecast of the National Weather Service that a final decision is made.
- ☆ If you do not contact the teacher regarding alternative transportation options for your child on early dismissal snow days, your child's normal transportation routine will be followed.

NOTE: In the event of severe weather or an emergency weather situation at DISMISSAL, (a severe thunder and lightning storm), bus dismissal may be staggered so that children can enter buses with the protection of the portico, thus delaying their arrival home.

Insurance:

Student accident insurance is offered yearly to all students by a commercial agency. Insured students are covered by the policy while school is in session, while traveling directly to school, and while participating in school-sponsored activities. The extent of the coverage is outlined in the policy. [Student Accident Insurance information](#) is posted to SVES website under Procedures and Forms. Insurance is not mandatory.

Library:

Daily independent reading or family reading and self-directed access to reading materials reinforces a student's literacy development. Your student is encouraged to borrow items from our school library. Our school librarian is available to support you and your child with book selection. Your student visits the school library every six school days for 40 minutes. They may also visit the library outside of their library class time from 8:40-9:00a.m. in the morning. If your student has an overdue library book they must wait to borrow new books until they have cleared their account. The library does not charge overdue fines, but does request the replacement cost of lost or damaged items. Please explore the library webpage and catalog at www.svpanthers.library.weebly.com.

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.

Parent & Visitor Parking:

Parents and visitors should park in the Elementary School parking lot. Parents should refrain from parking in the Elementary and Middle School Bus Loop.

Pest Control:

Parents/guardians of students enrolled in the district may request prior notification of specific pesticide applications made at the school by enrolling in the district's notification registry. If you would like to be placed on this registry, please mail your written request to: Saucon Valley School District, IPM Manager, 2097 Polk Valley Road, Hellertown, PA 18055. Please include your name, address, telephone and cell phone numbers and email address.

Personal Property:

Children are not to bring unnecessary personal belongings to school without their teacher's permission. Misplaced or stolen items may not be found, and broken belongings can cause hurt feelings. Examples include: electronic devices, dolls, toys, etc. Please label all students' clothes and lunch boxes with their name, as well as their teacher's name. The school is not responsible for stolen, lost, or broken personal items.

Physical Education:

Physical Education is prescribed by law for all students. Those who are unable to take physical education must present an explanatory note signed by a 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 Elementary 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.

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.

Student ID's:

Students will receive three photo identification cards during the beginning of the school year. The cards are sent home for parents to utilize whenever they are picking up their child during Parent Pick-Up, Walker Pick-Up or if their child is leaving school for any other reason such as an appointment. Replacement photo identification cards (beyond the first three that are sent home) will be charged a \$5 replacement fee.

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:

Textbooks and technology tools (i.e. iPads) issued to students are the property of the school district. Students are expected to take care of materials and return them in good working condition. A charge will be incurred if materials show evidence of damage such as torn pages, water damage, writing inside the books or damaged keyboards. Students will be expected to pay the replacement cost of any lost or damaged materials.

Updating Student Emergency Information:

Please notify us of any change of telephone number, address, emergency contact numbers or parent's place of employment as soon as possible. Parents' email addresses and cell phone numbers are welcome if available and may be used as contacts for the messaging system.

Visitors:

All visitors who enter the elementary school will enter through the designated entrance and speak with office staff. Please have your ID available. Upon entering the ES office visitors will sign in, leave their keys, and receive a *Visitor's Badge*. Visitors will receive their keys 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.

Volunteer Clearances:

All K-12 Parents/Adults who volunteer in classrooms or participate with classes/sports teams/groups and for field trips/competitions/trips that leave school grounds will need the following current clearances on file in the main office: **(1)** FBI Federal Criminal History Record or Volunteer Certification Form (if you've lived in PA for past 10 yrs) **(2)** PA State Police Request for Criminal Record Check and **(3)** PA Child Abuse. State law requires these be updated every 5 years. Clearances turned in must be within one year from that date. Clearance requests can be found under the employment section on our website. Please click on Quicklinks and then Employment to find the links to all three clearances. Clearances **MUST** be on file for parents/guardians (grandparents/volunteers) to participate in activities during the school day. Clearances are required to ensure the safety of all students.

Wellness Policy (Healthy Snacks):

Federal regulations have necessitated a district policy encouraging healthy cafeteria menus. We support this endeavor and encourage healthy snacks for parties. We discuss this in the context of respecting our bodies by exercising and choosing healthy snacks. We ask teachers to reinforce this idea in their classroom newsletters and parents to support by contributing healthy snacks.

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](#)

[204 Attendance](#)

[204.1 Educational Tours and Trips](#)

[206 Assignment within District](#)

[207 Withdrawal From School](#)

[209 Health Examinations and Screenings](#)

[209.1 Head Lice](#)

[210 Use of Medications](#)

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STUDENT PARENT HANDBOOK

Saucon Valley Middle School

2023-2024



Dear Parents,

As you know, the education of your children depends on a variety of factors. Some of these include the home environment, the student-teacher relationship, and the self-concept of the students. Another important factor in their 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 parent student handbook. It is meant to serve as a resource to our students and families so that expectations are clear and implemented consistently.

Please read these guidelines at home along with your child, or ask your child to read them to you. Please sign the Student-Parent Handbook Acknowledgement google form. Your electronic signature indicates that you have read the accompanying guidelines and understand our school and district rules and will cooperate with us in the implementation thereof.

Sincerely,

Dr. Lensi Nikolov
Principal

Mr. Michael Sakelarides
Assistant Principal

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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

Main District Number	610-838-7001
Middle School Office	Ext. 3701 or 3702
Mr. Baldo (counselor grades 7-8)	Ext. 3706
Mrs. Hicks (counselor grades 5-6)	Ext. 3707
School Nurse	Ext. 3709
Middle School Fax	610-838-8014

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 and consult with the Student Council Advisor.

Bell Schedule

GRADE 5			Minutes
HR	7:30	7:35	5
Period 1	7:35	8:35	60
Period 2	8:38	9:38	60
Period 3	9:41	10:41	60
Per 4	10:44	11:44	60
Per 5.1 - <i>IE</i>	11:44	12:14	30
Lunch	12:14	12:44	30
Per 5.2 - <i>IE</i>	12:45	1:16	31
Per 6 - <i>Related Arts</i>	1:19	2:25	66

GRADE 6			Minutes
HR	7:30	7:35	5
Period 1	7:35	8:35	60
Period 2 - <i>IE</i>	8:38	9:38	60
Period 3	9:41	10:41	60
Per 4 - <i>Related Arts</i>	10:44	11:44	60
Lunch	11:44	12:14	30
Period 5	12:16	1:16	60
Period 6	1:19	2:25	66

GRADE 7			Minutes
HR	7:30	7:35	5
Period 1	7:35	8:35	60
Per 2 - <i>Related Arts</i>	8:38	9:38	60
Period 3	9:41	10:41	60
Lunch	10:41	11:12	31
Period 4	11:14	12:14	60
Period 5	12:16	1:16	60
Period 6	1:19	2:25	66

GRADE 8			Minutes
HR	7:30	7:35	5
Period 1	7:35	8:35	60
Period 2	8:38	9:38	60
Per 3 - <i>Related Arts</i>	9:41	10:41	60
Per 4	10:44	11:44	60
Per 5	11:44	12:44	60
Lunch	12:45	1:16	31
Per 6	1:19	2:25	66

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.

Fire Drills/Lock Down And Lock Downs

Fire drills 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.

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 (PTG)

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.

ATTENDANCE

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.

Absences

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. This may be turned in to the office or a picture of the note may be sent to our office staff at megan.filchner@svpanthers.org and kristi.montagna@svpanthers.org. 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

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 is habitually truant, the school may:

- Schedule a School Attendance Improvement Conference, inviting the parents/guardians.
- Create a School Attendance Improvement Plan to address the truancy issue.
- File a citation with the appropriate magisterial district judge, in accordance with school board policy 204.

Early Excusal

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 office before going to class. **Parents must sign their child out in the visitor vestibule.**

Early Morning Appointments

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.

Tardiness To School

Arrival at school **after 7:40 a.m.** requires the student to report to the 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.

Truancy

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.

Family Trips

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.

LIBRARY

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.

STUDENTS OF THE MONTH

One-two students from each grade level is selected each month based on the following criteria:

1. Service to school/community
2. Academic achievement or growth
3. Responsibility
4. Respect for adults/peers
5. Willingness to do his/her best

ACADEMICS

Teachers meet to share ideas, discuss student progress and hold parent conferences. Saucon Valley Middle School faculty and staff are highly qualified in the area(s) they teach. Our goal is for all students to gain academic proficiency in state standards that are mandated by the Pennsylvania Department of Education.

We offer many different types of individualized support for students, whether they need additional help to meet academic standards, or they need additional enrichment to extend beyond academic standards. Students in 5th and 6th grades have a daily period of Intervention & Enrichment. During this time, teachers, specialists, and paraprofessionals work with groups of students on academic goals in core subjects. Our academic teams review student performance data to identify areas for growth or areas for enrichment. Data is reviewed at least quarterly and student groups are adjusted accordingly.

In 7th and 8th grades we offer students various courses for academic support and academic enrichment. Students whose academic performance data show a need for additional instruction in language arts or mathematics will be enrolled in an additional period of one of those subjects. Students whose academic performance data show strength in core subjects will be enrolled in High Achievement Language Arts, Social Studies, and/or Science. Every student is enrolled in a math course based on their academic history, assessment data, and long-term goals. Our Middle School Pathways reflect the math course sequence options our students can follow, as well as the criteria used to make student placements in a math pathway.

Courses at Each Grade Level	
5th & 6th Grades	7th & 8th Grades
English Language Arts	English Language Arts
Mathematics	Mathematics
Social Studies	Social Studies
Science	Science
*Related Arts	**Related Arts
Intervention/Enrichment	ELA 2, or Math 2, or French, or Spanish

**Related arts in 5th and 6th grade: General Music, Art, Physical Education, Health, Family Consumer Science, STEM/Modular Technology, Coding*

***Related Arts in 7th and 8th grade: General Music, Art, Physical Education, Health, Family Consumer Science, Materials Handling, Scratch/Coding*

Saucon Valley Middle School Math Course Pathways				
Pathway 1	Pathway 2	Pathway 3	Pathway 4	Pathway 5
Criteria to enter support at any point: <ul style="list-style-type: none"> • BB/B PSSA • Below 40th Percentile MAP • 69%- Previous Course 		Criteria to enter Pathway at any point in sequence: MAP 80th-90th Percentile Prof/Advanced PSSA	Criteria to enter Pathway at any point in sequence: MAP 98th Percentile Advanced PSSA	Criteria to enter Pathway at any point in sequence: MAP 98th Percentile Advanced PSSA
Math Intervention	MIF 3	MIF 3/3E	MIF 3E	MIF 3E
Math Intervention	MIF 4	MIF 4/4E	MIF 4E	MIF 4E
PA Core 5 Intervention	PA Core 5	PA Core 5E	PA Core 5/6	PA Core 6/7
PA Core 6 Intervention	PA Core 6	PA Core 6E	PA Core 7/8	Algebra 1
PA Core 7 Math 2	PA Core 7	PA Core 7/8	Algebra 1	Algebra 2
PA Core 8 Math 2	PA Core 8	Algebra 1	Algebra 2	*HS Course(s) (must be taken at High School)

**Parents should refer to the [High School Program of Studies](#) for grading, homework, and credit policies for students taking high school courses during middle school.*

CURRICULAR REVIEW / EXEMPTION FROM INSTRUCTION

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

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.

CHILD FIND PROCESS

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

Students earn letter grades in each course they are enrolled in during their 5th-8th grade years. Teachers collect many pieces of evidence of student's mastery of state standards in the corresponding subject(s). Course grades will be determined by the weighted student performance on various types of learning products, including but not limited to:

In-Class Work & Engagement (20% of grade)

- Class discussions
- Class participation
- Class assignments (i.e., notes, graphic organizers, short-answer questions, written responses, multiple choice activities, fill-in-the-blank activities, open-ended responses, problem-sets, demonstration, labs, reflection activities, etc.)
- Technology or game-based activities

High Stakes Assignments/Assessments (70% of grade)

- Long-term projects/papers (only where class time is devoted to instruction, demonstration, modeling, and feedback on progress)
- Quizzes (may be announced or "pop" quizzes)

- Assessments
- Performance tasks (i.e. building/constructing, proposing a solution to a problem, creating models, oral presentations, etc.)

Homework (10% of grade)

With the exception of specific, long-term projects, no more than 10% of a student’s overall grade may be derived from homework. Teachers may review homework during class for correctness in order to provide guidance and feedback on progress. See the homework policy in this handbook for more details.

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

Percentage Scale	Letter Grade	Grade Points Awarded
97% - 100%	A+	4.33
93% - 96%	A-	4.00
90% - 92%	A-	3.67
87% - 89%	B+	3.33
83% - 86%	B-	3.00
80% - 82%	B-	2.67
77% - 79%	C+	2.33
73% - 76%	C-	2.00
70% - 72%	C-	1.67
Below 69%	F	0

Letter Grade Descriptors

- A Excellent: student does superior work; capable of independent work; excellent initiative and leadership; has broad/deep grasp of ideas.
- B Good: Does good quality work; steady, good progress; good initiative; has a good grasp of ideas.
- C Average: student does average quality work; steady, but not rapid progress, needs direction and leadership, grasps main ideas but may need refinement.
- F Not meet standard: student does unsatisfactory work; very little or no progress; does not follow directions or grasp main ideas.
- I Incomplete: some course requirements have not been completed. Upon completion, and approval of the teacher, the appropriate grade may be recorded,

Report Cards

Report cards are issued four times during the school year. Parents will be able to view their child’s report card electronically in the days following the end of each marking period. Notification will be sent via email when the report cards are ready to be viewed.

Honor Roll

A student's grade point average includes related arts courses. Students with a C+ or lower in any course will not be eligible for Honor Roll for that quarter.

Honor Roll – GPA 3.20 or higher

High Honor Roll – GPA 3.80 or higher

REMEDICATION AND RETAKE

- Mastery of Standards does not always occur along the same timeline for all learners. Students are to be provided the opportunity to remediate and retake assessments.
- Students scoring **below 70%** on a quiz, test, or other on-demand assessment, may have an opportunity to relearn the material and retake the assessment.
- When a student scores below 70% on an assessment, he/she **must** engage in teacher-directed remediation and schedule a time to retake it.
- Parents/guardians must provide transportation for their child when he/she attends before or after-school remediation.
- Students will have two weeks from the date the failed assessment score was returned to complete the teacher-remediation and retake the assessment.
- Parents/guardians are responsible for reviewing their child's grades in PowerSchool.
- ***Teachers will update grades in PowerSchool on the first and third Friday of each month, at a minimum. Parents should get in the habit of reviewing their child's grades in PowerSchool at the end of each week.***
- Students who **successfully pass** the second-chance assessment will earn the average of the two grades or a 70%, whichever is higher.

HOMEWORK POLICY

Successful academic growth and achievement is dependent on students' engagement with the content, which may extend beyond the school day. Homework provides students the opportunity to develop important independent study habits, as well as solidify the day's learning through practice and repetition. We recognize, however, that students and families have many after school obligations, including family and extra-curricular activities. To achieve balance, the following guidelines will be followed by all teachers.

- Homework will not be assigned on the weekend or national or religious holidays.
- Homework will only be assigned if it leads to deeper learning or higher-level thinking of the concepts taught during class.
- Long term projects which are assigned a high point value will be “chunked,” so that students have checkpoints with their teacher along the way to assess progress and provide feedback incrementally.

Expectations for Daily Homework Limits

Students and families should expect for homework expectations to increase gradually over the course of their middle school career. The minutes listed below are inclusive of daily reading expectations. The homework load should not be overwhelming for your child. If your child is spending, on average, considerably more time than what is listed below, please reach out to your child’s counselor to discuss.

5 th Grade	30 minutes daily
6 th Grade	45 minutes daily
7 th Grade	45-60 minutes daily (additional time for high achievement)
8 th Grade	45-60 minutes daily (additional time for high achievement)

RETENTION AND SUMMER LEARNING ACADEMY

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 family’s expense. Summer school courses may be in the form of virtual learning via an internet course. Students failing to satisfactorily complete summer school may be retained the following school year.

POWERSCHOOL PARENT ACCESS

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. 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.

NATIONAL JUNIOR SOCIETY

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.

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 a student's behaviors during the academic year indicate an inability or unwillingness to accept these responsibilities, teachers and principal will confer to decide if a student needs 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, 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.

BEHAVIOR

PA Code 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?

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 occur. (adapted from <https://www.pbis.org/school>)

System for Acknowledging Positive 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 reward (see below).

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	Special Seat	Recognition
	Social/Free Time	Ceremony

Quarterly Rewards

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
Rewards May Include	Outdoor Picnic and Extended Recess	Social Reward during Related Arts (dancing, dodge ball, basketball, other activities)	Minute to Win It in the Gym	Water Balloon Fight outside during Related Arts

Individual Ongoing Rewards

All staff members may recognize and reward students for meeting/exceeding behavior expectations at school and school functions. Teachers may develop class-specific rewards if they choose (i.e., homework pass for a certain amount of ROAR points/bucks). The office will maintain a “Student Store” where students may exchange their ROAR points/bucks for school appropriate items (i.e. pencils, erasers, highlighters, stylus pens, dry erase markers, etc.) Students will be surveyed at the beginning of the school year to have input on the types of rewards they would like in the school store and for quarterly group rewards.

System for Correcting Behavior

Adult behavior when providing correction is:

- Calm
- Consistent
- Brief
- Immediate
- Respectful

Staff will follow this continuum when providing correction for misbehavior.

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.

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

Minor and Major Behavior Matrices

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
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 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 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
Major Non-compliance	Student does not comply with assigned disciplinary consequences (i.e., skipping detention).

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 (i.e., social rewards, dances, extracurricular participation, dances, district event attendance, etc.)
- Referral to Student Assistance
- Administrative detention
- Restitution
- School/community service
- In-school suspension
- Out of school suspension
- 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. Each subsequent behavior of concern will result in increasingly restrictive disciplinary consequences. Final disciplinary decision is at the direction of the Administrators.

Disciplinary Actions Explained

A. Detention

- a. The principal, assistant principal, as well as the teachers have the authority to assign a student detention during lunch, recess, or after school.
- b. Pupils and parents will be notified at least one day in advance of the detention.
- c. 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.
- d. 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.
- e. Student may be required to accomplish a behavioral learning task, complete classwork, or sit quietly.

B. School/Community Service

- a. The principal and assistant principal have the authority to assign a student school/community service during lunch, recess, or after school.
- b. Pupils and parents will be notified at least one day in advance of the community service assignment via email and/or phone call.
- c. If a student is absent on the day of an assigned community service activity, it will be served on the first day of a student's return to school.

- d. Community service activities will be commensurate with the problem behavior (i.e., sweeping the cafeteria floor for throwing food in the cafeteria, painting or repairing vandalized property, etc.).

C. In-School Suspension (ISS)

- a. ISS is an alternative to an out-of-school suspension for an offense, which warrants a suspension.
- b. A student who serves an in-school suspension will have staff supervised study in a specified location.
- c. It is the responsibility of each student to bring all books and school materials to the ISS location.
- d. A notice will be sent home by US mail concerning each ISS. Parent(s)/Guardian(s) will also be notified of the suspension by email or phone call.
- e. Students will not attend any assemblies, field trips, or any other after-school or evening activity on or during the suspension period.
- f. A student on ISS may not attend any school sponsored activities, practices, or games on any days of the ISS.

D. Out of School Suspension

- a. 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.
- b. *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.
- c. A pupil will be suspended for severe disciplinary infractions or for a series of infractions after other means or corrections have failed.
- d. All work missed during the OSS must be made up within a reasonable amount of time.
- e. Written (and usually verbal) contact will be given to the parents/guardians.
- f. 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.

E. Social Probation

- a. Any students who have been assigned an In-School Suspension (ISS) or Out-of-School Suspension (OSS) are considered to be on social probation.

- b. 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.
- c. Students incurring any school debt will be assigned social probation until the debt is paid in full.
- d. **NOTE: Social Probation may be assigned throughout the school year.**

F. Recommended Expulsion

- a. 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.
- b. 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.
- c. The parent/guardian and student will be informed of the right to legal counsel or other adult representation.
- d. The student will be afforded the opportunity to present witnesses and evidence in their behalf and to cross-examine opposing witnesses.
- e. The proceedings of the hearing will be duly recorded.

STUDENT DRESS EXPECTATIONS

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 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, SLIDES, OR SLIPPERS!**

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!

EXPECTATIONS FOR STUDENTS WALKING TO SCHOOL

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.

EXPECTATIONS FOR BEHAVIOR WITH SUBSTITUTES

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.

BUS/TRANSPORTATION EXPECTATIONS

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.

Transportation 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.

CAFETERIA EXPECTATIONS

1. Arrive on time through designated areas using quiet voices.
2. Once seated, raise hand and wait to be permitted by an adult staff member to exit seat for any reason (i.e., to get a supply).
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 will result in assignment to restricted lunch, a seating assignment, school service activity, or other disciplinary action.

Rise and Shine Breakfast Program

Our school cafeteria will offer breakfast to all school students from 7:25 – 7:35 AM (except when there is a 2-hour delay). For additional information and menu guidelines, please visit the school food service website.

PERSONAL ELECTRONIC DEVICES

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 (7:30 a.m. till 2:25 p.m.), including lunch.** The school district assumes no responsibility for lost or stolen cellular telephones, tablets, smart watches, gaming devices, communication devices, or other electronic devices.

If a student is found with his/her personal electronic device during the school day, the student will be required to turn it into the office. The first time your child's electronic device 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 personal electronic device 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. If your child repeatedly refuses to follow this rule, he/she will be required to hand in the electronic device to the office DAILY and it will be returned to them at the end of the school day.

BULLYING

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:

5. 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 class, bus, or school operated by the school district
- 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

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.

CHEATING

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.

THEFT/VANDALISM

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.

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

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.

SMOKING/TOBACCO/VAPING

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.**

WEAPONS

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.**
3. 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

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

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)**

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 & ATHLETICS

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

ACTIVITIES	
Cameratta Singers	All grades; membership by audition/invitation
Co-ed Intramural	All grades; archery, swimming, volleyball
Competition Cheer	7 th /8 th grades
Dances/Socials	7 th /8 th dance; 5 th /6 th social
Inclusion/Diversity Club	All grades
Jazz Ensemble	7 th /8 th grades membership by audition/invitation
National Jr. Honor Society	8 th grade by academic achievement
Reading Olympics	All grades; selection by advisor
Student Council	All grades; elected by student body
iTeam	All grades; selection by advisor
Yearbook	All grades; selection by advisor
Math Club	All grades; open enrollment

ATHLETICS	
Cheerleading	7 th /8 th grades
Co-ed Soccer	7 th /8 th grades
Field Hockey	7 th - 9 th grades
Football	7 th /8 th grades
Wrestling	7 th /8 th grades
Co-ed Cross Country	7 th /8 th grades
Basketball	7 th /8 th grades
Baseball	7 th /8 th grades
Softball	7 th /8 th grades
Track	7 th /8 th grades

Registration for all sports will be announced in newsletters and 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

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)

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 THE END OF ANY AFTER SCHOOL EVENTS.

SAFETY REGULATIONS

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

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 bus arrival or parent drop-off.
3. Report directly to designated areas (pond and main lobbies, cafeteria).

Assembly Expectations

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

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

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

Bicycles/Skateboards/Roller Blades

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.

SPECIAL EXCUSES

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.

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.

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.

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 Middle School

2023/2024 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

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.

Student Signature _____ Grade _____

Parent/Guardian Signature _____ Date _____

Saucon Valley High School

Student and Parent Handbook

2023-2024 School Year



SAUCON VALLEY HIGH SCHOOL CONTACT INFORMATION

Main Office – 610-838-7001 ext. 2710

Teresa Casimire, Principal

Teresa.Casimire@svpanthers.org

Julie Davis, Asst. Principal

Julie.Davis@svpanthers.org

Ms. Margaret McGeehan, High School Administrative Assistant to the Principal

Margaret.McGeehan@svpanthers.org

Lindsay Bailey, High School Administrative Assistant to the Assistant Principal

Lindsay.Bailey@svpanthers.org

Guidance Office – 610-838-7001 ext. 2720

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

Mrs. Bohnhorst, High School Administrative Assistant to the Athletic Director and School Counselors

Nancy.Bohnhorst@svpanthers.org

Attendance Office – 610-838-7001 ext. 2711

hs-attendance@svpanthers.org

Athletic Office – 610-838-7001 ext. 2720

TBD, Athletic Director

@svpanthers.org

Mrs. Bohnhorst, High School Administrative Assistant to the Athletic Director and School Counselors

Nancy.Bohnhorst@svpanthers.org

SVSD SCHOOL CALENDAR

Saucon Valley School District

School Calendar 2023-24

August/September				
M	T	W	T	F
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17- Teacher Induction/First Teacher Inservice Day (Half Day)
 21- Teacher Inservice Day
 22- Teacher Inservice Day
 23- First Student Day
 1&4- Labor Day Holiday

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19- Presidents Day

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

28-29 Spring Break

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20-21 Teacher Inservice Day
 22- Teacher Inservice (Half Day)
 23- 24 Fall Break

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1- Spring Break

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22- Half Day for students and teachers
 25-29 Winter Break

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27- Memorial Day

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-2 Winter Break
 15- Martin Luther King Day
 16- Teacher Inservice

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4- Last Student Day
 5- Teacher Inservice (Half Day)

	First/ Last Student Day
	Teacher Inservice Day
	Schools Closed for Teachers and Students
	Half Day for students and teachers

	Teachers	Students
August	10	7
September	19	19
October	22	22
November	20	17
December	16	16
January	20	19
February	20	20
March	19	19
April	21	21
May	22	22
June	3	2
TOTAL	192	184



SVHS BELL SCHEDULE

2023 - 2024 High School Bell Schedule - Regular Day					
LUNCH 4 SCHEDULE		LUNCH 6 SCHEDULE		LUNCH 8 SCHEDULE	
HR	7:30-7:35	HR	7:30-7:35	HR	7:30-7:35
Period 1	7:35-8:35	Period 1	7:35-8:35	Period 1	7:35-8:35
Period 2	8:38-9:38	Period 2	8:38-9:38	Period 2	8:38-9:38
Period 3	9:41-10:41	Period 3	9:41-10:41	Period 3	9:41-10:41
Lunch 4	10:41-11:13	Period 4/5	10:44-11:44	Period 4/5	10:44-11:44
Period 5/6	11:13-12:13	Lunch 6	11:44-12:16	Period 6/7	11:47-12:47
Period 7/8	12:16-1:16	Period 7/8	12:16-1:16	Lunch 8	12:47-1:19
Period 9	1:19-2:19	Period 9	1:19-2:19	Period 9	1:19-2:19



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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 21 credits, including the identified required courses.
2. A student must complete one of the five Keystone Pathways to Graduation (for more information visit [Updated SVHS Program of Studies 2023-24](#)).
3. A student must meet the Career Indicator requirements, including the Industry-based learning requirement (for more information visit [Updated SVHS Program of Studies 2023-24](#)).

Course Requirements (School Board Policy 217): *

Students must complete a minimum of 21 credits to qualify for a diploma from Saucon Valley School District. Graduation credits are those earned by completing courses while enrolled in SVHS.

Graduation Requirements	
Credits	Course
4	English
3	Mathematics
2	Social Studies (4 courses)
2.5	Science (4 courses)
1	Health/PE (2 courses)
8.5	Electives
21	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. 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
D+	67-69	1.34	1.84	2.34
D	65-66	1.00	1.50	2.00
F	55-64	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 honors 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 SVMS 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:

- During the 2nd semester, the school counselors will begin the course scheduling process for the following year. Students should access the [Updated SVHS Program of Studies 2023-24](#), 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 requests 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 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.

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 65% 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.

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 [Updated SVHS Program of Studies 2023-24](#). 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](#).

2023-24 Standardized Testing Dates:

- PSAT/NMSQT – The PSAT will be offered in October, 2023 for all students in Grades 9-11. More information will be sent out through announcements.
- SAT – See [Collegeboard.org](https://collegeboard.org) 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 6, 2024 - May 10, 2024, & from May 13, 2024 - May 17, 2024. See [AP Test Dates 2024](#) for individual exam test dates
- Keystone - [Testing Windows](#) for this year from the state are:
 - Winter Wave 1 - December 4th - 15th, 2023
 - Winter Wave 2 - January 3rd - 17th, 2024
 - Spring - May 13th - 24th, 2024

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 the homeroom before the bell rings at 7:30 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 at 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 (2:19 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:**
[Saucon Valley School District](#)

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.

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.

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, 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 2:25 pm to 2:55 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 7:30 am to 2:19 pm in a structured environment away from the student population. A student who serves

an ISS must leave school property by 2:25 pm 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 from 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 2:25 pm and 3:15 pm. 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	Students copy or share 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)	Students engage in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect (Minor)	Students direct rude, impolite, words or actions toward staff members or peers (includes mumbling remarks under breath).

Disruption (Minor)	Students interfere 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	Students use 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	Students engage in minor inappropriate physical contact including, but not limited to minor horseplay and public displays of affection.
Property Misuse	Students exhibit careless handling of school property.
Tardy	Students arrive late to their assigned location without a pass.
Unprepared for Class	Students fail 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 Moderate/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	Students arrive late (15 minutes), leave, or miss class without permission.
Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Cutting After School or Lunch Detention	Students who do 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)	Students direct socially unacceptable words or rude, dismissive comments or actions (including cursing) toward a staff member or peer.
Disruption (Major)	Students engage 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	Students sign 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	Students go to an area outside of school boundaries (outside the high school building) without permission by faculty or administration, but remain 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	Students take credit for someone else's work or ideas. This will result in a 0 for the assignment and a major referral.
Safety Concern	Students intentionally create 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	Students possess or pass 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	Students seek 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	Students mutually participate 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	Students engage in inappropriate (as defined by school) verbal or physical contact of a sexual nature with another person.
Insubordination	Students refuse 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	Students engage 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	Students participate in an activity that results in destruction or disfigurement of property. In addition to school consequences, and any potential police involvement, students 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, requests 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 a 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, 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.**
- **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.

Bus 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 your 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 device 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.

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.

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.

For an updated list of current opportunities: [Saucon Valley High School Activities](#)

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 with the Main Office. 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 or properly displaying the parking pass 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.
7. Parking in any lot or area outside of the designated High School Student Parking lot during school hours.
8. Athletes/Extra Curricular Participants: Parking in any lot or area outside of the High School Student Parking lot or MS Pond Lobby Lot on weekdays is not permitted. Athletes may park between the school road (Panther Way) and the golf course when events are held on field above the stadium. Notes: Students are never permitted to park inside the stadium or tennis court area (with the exception of overnight secure parking for traveling teams)

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.

Student vehicles are subject to search while on campus.

Cafeteria:

Our school operates with three lunch periods scheduled during Block 4, 6 & 8. **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 to be delivered 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 guests.
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 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 7:30 am - 2:30 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 web page 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 web page on the Saucon Valley High School website.

Lockers:

Freshmen and new students will be assigned lockers. 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 2:20 pm. 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 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](#)

ADDENDUM TO COMPENSATION AND BENEFITS PLAN
BETWEEN THE BOARD OF SCHOOL DIRECTORS AND THE
FOOD SERVICE PERSONNEL

Effective for the 2023-2024 school year, the following Cost Containment provision will be included in the 2022-2025 Compensation and Benefits Plan for the Food Service Personnel under Article VIII. Employee Benefits:

“Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain on the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District’s benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Other than the modifications to Article VIII. Employee Benefits herein, the 2022-2025 Compensation and Benefits Plan for the Food Service Personnel is confirmed and remains in place.

ADDENDUM TO COMPENSATION AND BENEFITS PLAN
BETWEEN THE BOARD OF SCHOOL DIRECTORS AND THE
EDUCATIONAL SUPPORT STAFF

Effective for the 2023-2024 school year, the following Cost Containment provision will be included in the 2022-2025 Compensation and Benefits Plan for the Educational Support Staff under Article III. Employee Benefits:

“Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District’s benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Other than the modifications to Article III - Employee Benefits herein, the 2022-2025 Compensation and Benefits Plan for the Educational Support Staff is confirmed and remains in place.

ADDENDUM TO COMPENSATION AND BENEFITS PLAN
BETWEEN THE BOARD OF SCHOOL DIRECTORS AND THE
ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL

Effective for the 2023-2024 school year, the following Cost Containment provision will be included in the 2022-2025 Compensation and Benefits Plan for the Administrative Assistants and Clerical Personnel under Article III. Fringe Benefits:

“Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District’s benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Other than the modifications to Article III. Fringe Benefits herein, the 2022-2025 Compensation and Benefits Plan for the Administrative Assistants and Clerical Personnel is confirmed and remains in place.

ADDENDUM TO COMPENSATION AND BENEFITS PLAN
BETWEEN THE BOARD OF SCHOOL DIRECTORS AND THE
TECHNOLOGY DEPARTMENT EMPLOYEES

Effective for the 2023-2024 school year, the following Cost Containment provision will be included in the 2022-2025 Compensation and Benefits Plan for the Technology Department Employees under Article II. Benefits:

“Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain on the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District’s benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Other than the modifications to Article II. Benefits, the 2022-2025 Compensation and Benefits Plan for the Technology Department Employees is confirmed and remains in place.

ADDENDUM TO COMPENSATION AND BENEFITS PLAN
BETWEEN THE BOARD OF SCHOOL DIRECTORS AND THE
ACT 93 ADMINISTRATORS AND SUPERVISORS

Effective for the 2023-2024 school year, the following Cost Containment provision will be included in the 2022-2025 Compensation and Benefits Plan for the Act 93 Administrators and Supervisors under Article IV – Fringe Benefits:

“Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain on the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District’s benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Other than the modifications to Article IV - Fringe Benefits, the 2022-2025 Compensation and Benefits Plan for the Act 93 Administrators and Supervisors is confirmed and remains in place.

LETTER OF AGREEMENT

Student Assistance Program Liaison Services

For the upcoming school year (2023-2024), the *Center for Humanistic Change* (CHC) shall provide Liaison services to support the Student Assistance Program (SAP) for *Saucon Valley School District*. The roles for SAP services are as follows:

Center for Humanistic Change, Inc.

The services that the CHC SAP Liaisons will provide include a combination of the following during the 2023-2024 academic year:

- Attend a minimum of two core team meetings per month for secondary schools.
- Attend a minimum of one core team meeting per month for elementary schools.
- Provide ongoing consultation between site visits as necessary.
- Act in accordance with State and Federal Confidentiality Laws.
- Provide student screenings as needed and assist students and parents in the referral to and access of appropriate services.
- When applicable plan and facilitate educational SAP Groups.
- Be familiar with and maintain a working library of school policies (e.g. ATOD, Bullying, Crisis, Suicide Awareness and Prevention) that affect SAP.
- Attend orientation, open house, and other pertinent school events to educate the school, parent and general community about SAP.
- Provide relevant training to students, parents, faculty and staff, including educating about SAP and SAP services.
- Educate and guide teams with student/parental strategies/interventions and identification of available treatment and other resources.
- Participate in parent/teacher meetings.
- Document program related activities and collect data as required by Lehigh/Northampton County.
- Facilitate or participate in core team maintenance.
- Provide each SAP team with a self-evaluation tool. The Liaisons will distribute, collect, analyze, and provide the team with recommendations based on the results.
- Assist the school with stakeholder in-service (i.e., school board, parents, school staff, community members etc.).
- When applicable, facilitate and support the school-based aftercare plan for students who are returning to school from treatment.
- Collaborate with other agencies through networking with Drug and Alcohol, Mental Health and other systems as needed in order to link schools with available community resources.
- A PA Approved SAP Training Provider (PASTP) will provide technical training as needed.
- Maintain a file of background checks and clearances for all personnel assigned to the school district by CHC for the Student Assistance Program Liaison Services. Provide copies of clearances as requested.

The School District will:

- Provide teams a common meeting time, a locked cabinet, ongoing training, and regular team maintenance in accordance with 22 PA code Chapter 12 and BEC 24 P.S. 15-1547 and 13-132.
- Provide SAP Coordinator/Case Manager with pertinent information regarding the student and the reason for the referral.
- Obtain written permission from the parent for SAP services.
- Maintain records generated by the SAP team in accordance with the policies of the district and applicable Federal Laws.

- Provide the SAP Liaison with a copy of the school district alcohol, tobacco and other drug policies, crisis related policies, bullying policy, student handbook, suicide awareness and prevention policy and any other policies, which may affect the Student Assistance Program.
- Maintain case files, which include data that the Liaison is, required to submit to Lehigh/Northampton County.
- Promote and support the SAP Liaison as a working member of the team.
- Appoint a school site staff who will be responsible for facilitating the ZOOM connection with the CHC SAP Liaison if virtual SAP meetings are needed.
- Appoint a school site staff who will be responsible for providing parent phone and email contact information to CHC for remote programming if needed.
- Provide CHC PAYS data on years completed and CHC will not share data without written and explicit permission.
- Provide Wi-Fi access when Liaison is completing a screening with a student (as they are online only).
- Provide a private and confidential space for Liaison and student when completing a health screening.

Center for Humanistic Change, Inc. will monitor and assist SAP teams in their effort to identify barriers to student learning and school success as well as provide resources for follow up support services for students participating in the Student Assistance Program. CHC staff takes its cues for service from the individual SAP teams. CHC’s policy when offering onsite meetings is that masks are optional, but are recommended for those who have not been feeling well. Please be considerate of those who wish to mask and ask you to do so when meeting. If the county level reaches a “high” status, masks should be worn. CHC will otherwise follow the protocol of individual schools. If the Center for Disease Control (CDC) and/or state guidelines change in the future, CHC policies and practices will be reviewed and updated accordingly.

**School Superintendent or Deputy
(Designated Contact)**

Title

Date

Wendy Texter

**Wendy Texter
SAP Manager
Center for Humanistic Change, Inc.
(Designated Contact)**

Date

Kristen A Hettrick

**Kristen Hettrick
Executive Director
Center for Humanistic Change, Inc.**

Date

CONFIDENTIALITY INFORMATION

Student Assistance Program

Center for Humanistic Change, Inc. (CHC) is required to adhere to the following confidentiality provisions, as outlined by the CHC Contract of Service with Northampton County. As per these requirements, CHC has included the following information as an informational addendum to the letter of agreement.

Confidentiality Provisions:

CHC agrees that all information acquired through their employment will be kept confidential. CHC agrees that all persons currently or formerly screened, assessed, diagnosed, counseled, treated and rehabilitated for drug and alcohol abuse and dependence, shall be protected from disclosure of their names, identities, patient records and the information contained therein except as disclosure is permitted by state and federal statute and regulation. To assure confidentiality of client information, CHC shall make adequate provision for system security and protection of individual privacy.

CHC shall store counseling and testing records in locked cabinets. Coded names, number sequences, and other Department-approved methods that assure confidentiality shall be permitted. CHC is required to keep all client counseling and testing information and AIDS patients' identities, records, and information in such records confidential. CHC shall not release HIV information from these records without the specified prior written and informed consent of the client in accordance with the confidentiality requirements contained in Act No. 1990-148, 35 P.S. Section 7601 et seq.

CHC and others subject to the confidentiality requirements of the Pennsylvania Drug and Alcohol Abuse Control Act (71 P.S. Section 1690.108), the Public Health Service Act (42 U.S.C. Section 290dd-2), Federal Confidentiality Regulations (42 C.F.R. Part 2), and State Confidentiality Regulations (4 Pa. Code Section 255.5(b) and 257.4), the Confidentiality of HIV-Related Information Act 1990-148, the Healthcare Facility Act (35 P.S. Section 7601 et seq.) and the Health Insurance Portability and Accountability Act (HIPAA and HITECH), and any other appropriate confidentiality law, shall comply with such requirements, as applicable.

Additionally, all CHC employees are required to sign the following **confidentiality statement**:

In the normal course of employment and the fulfillment of assigned work duties and responsibilities, I understand that I may have access to or view information regarding clients and employees. With regard to all such information, I agree to observe a strict standard of confidentiality. I further agree that knowledge and information of a confidential nature, gained through employment may not be used, distributed or discussed outside of my immediate work responsibilities.

I understand and agree that breach of such confidentiality shall subject me to progressive disciplinary action, up to and including discharge. Further, it is understood that in accordance with Federal Law, any substantiated breach of client confidentiality is also punishable by a \$500.00 fine for the first violation and up to \$5,000.00 for any subsequent violations.

I hereby attest that I have read and understood this Confidentiality Statement and agree that my continued employment is contingent upon strict adherence to same. I understand, and agree, that I will be disciplined, and possibly discharged, should I violate this standard of strict confidentiality.