

Student-Parent Handbook (K-5)

**Pleasant Valley Elementary School &
Pleasant Valley Intermediate School
2024 – 2025 School Year**



**Pleasant Valley School District
Brodheadsville, PA 18322**

Excellence in Education: A Community Commitment

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District Contact Information

Pleasant Valley Elementary School

476 Polk Township Road
Kunkletown, PA 18058

PVE Administration:	570-402-1000 x. 6001
Principal:	Mr. Roger Pomposello
Assistant Principal:	Ms. Sarah Adams
Dean of Students:	Ms. Renee Moore
School Counselors:	570-402-1000 x. 6011 or 3011
Kindergarten:	Ms. Katie Everson
Grade 1	Ms. Emily Murphy
Grade 2	Ms. Jillian Hansen
Health Office:	570-402-1000 x. 6061
School Nurse:	TBD

Pleasant Valley Intermediate School

477 Polk Township Road
Kunkletown, PA 18058

Administration:	570-402-1000 x. 3001
Principal:	Mrs. Sabrina Albright
Assistant Principal:	Mrs. Lauryn Bencker
Dean of Students:	Mr. Thomas Dudley
School Counselors:	570-402-1000 x. 3011
Grade 3:	Mrs. Rachel Below
Grade 4:	Ms. Nicole Moore
Grade 5:	Miss Julie Romanisko
Health Office:	570-402-1000 x. 3061
School Nurse:	Mrs. Dawn Kiefer

District Office

2233 Route 115 Suite 100
Brodheads ville, PA 18322

570-402-1000 x 1199

Superintendent of Schools:

Dr. James Konrad

Assistant Superintendent:

Dr. Rae Lin Howard

Director of Human Resources:

Ms. Lori Fulmer

Business Manager:

Mrs. Tammy Smale

Director of Operations:

Mr. Randy Smale

Supervisor of Curriculum & Instruction:

Ms. Bernadette Fierro

Supervisor of Curriculum & Instruction:

Mr. Jonathan Ayre

Director of Instructional Technology and Innovation: Mr. Jason Van Voorhis

District Technology Coordinator:

Mr. Chuck Tomori

Director of Special Education:

Ms. Julie Harris

District Registration Office:

Mrs. Andrea Moore

570-402-1000 x 8010

District Transportation Liaison:

Mrs. Deena Boyne
570-402-1000 x 1279

Pleasant Valley K-5 Student Handbook

Welcome to the Pleasant Valley K-5 School Handbook. We hope this handbook will be a useful resource and will assist you in your child's education to support your knowledge of school district policy and procedure. We look forward to partnering with you in your child's education!

General Information

District Calendar

The Pleasant Valley School District calendar is available online and is sent home with students at the start of the school year. This calendar contains the dates of all-important district-wide functions and general information for parents/guardians and community members. The district calendar also includes the days that are designated as "snow make-up days" when school is canceled due to inclement weather. The district plans to utilize remote instructional days as a method to provide continuity of education. These days will be announced as they are determined.

Schedules

PVE School Hours

Students in grades K-2 at PVE attend school from 9:10 AM-3:45 PM. Parent drop off will open at 9:01. Students are not permitted in the building prior to 9:01. All students need to be dropped off and seated in their classroom ready for instruction no later than 9:10 AM. In order to be on time for school, it is recommended that students are dropped off prior to 9:07 AM. All students arriving after 9:10 AM must be signed in at the Main Office by their parent/guardian.

PVE Daily Bell Schedule		
Period	Begin	End
Student Arrival & Breakfast	9:01 AM	9:10 AM
Homeroom	9:10 AM	9:20 AM
Period 1	9:21 AM	9:56 AM
Period 2	9:58 AM	10:33 AM
Period 3	10:35 AM	11:10 AM
Period 4	11:12 AM	11:47 AM
Period 5	11:49 AM	12:24 PM
Period 6	12:26 PM	1:01 PM
Period 7	1:03 PM	1:38 PM
Period 8	1:40 PM	2:15 PM
Period 9	2:17 PM	2:52 PM
Period 10	2:54 PM	3:29 PM
Homeroom	3:29 PM	3:45 PM

PVI School Hours

Students in grades 3-5 at PVI attend school from 8:55 AM-3:30 PM. Parent drop off will open at 8:45. Students are not permitted in the building prior to 8:45. All students need to be dropped off and seated in their classroom ready for instruction no later than 8:55 AM. All students arriving after 8:55 AM must be signed in at the Main Office by their parent/guardian.

PVI Daily Bell Schedule		
Period	Begin	End
Student Arrival & Breakfast	8:45 AM	8:55 AM
Homeroom	8:55 AM	9:10 AM
Period 1	9:10 AM	9:45 AM
Period 2	9:47 AM	10:22 AM
Period 3	10:24 AM	10:59 AM
Period 4	11:01 AM	11:36 AM
Period 5	11:38 AM	12:13 PM
Period 6	12:15 PM	12:50 PM
Period 7	12:52 PM	1:27 PM
Period 8	1:29 PM	2:04 PM
Period 9	2:06 PM	2:41 PM
Period 10	2:43 PM	3:18 PM
Homeroom	3:18 PM	3:30 PM

Six Day Cycle

The school schedule will revolve on a six (6) day cycle. Each day will be designated as Day 1, Day 2 ... through Day 6. On each seventh school day, the cycle will repeat itself and begin again with Day 1, etc. Any days lost to inclement weather or vacations will be skipped over, and the six-day cycle will continue without interruption.

Flexible Instructional Days (F.I.D)

Flexible Instructional Days may be called throughout the year. If a Flexible Instructional Day is used, students are expected to participate in flexible learning that day. Guidance will be provided to families via district communication whether school will be closed or if a Flexible Instructional Day will be used. We identify them as Flexible Instructional Days (F.I.D). All days classified as F.I.D will run on a one-hour delay schedule.

Unscheduled School Closings/Early Dismissal/Delayed School Opening

Unfavorable weather conditions or other emergencies require school closings, early dismissals, or delayed openings periodically throughout the school year. Information will be announced by local television and radio stations, the district website (www.pvbears.org), social media, and an automated call to all families of students attending Pleasant Valley School District. **Please make sure that your correct contact information is up to date in PowerSchool so you are receiving automated calls at the appropriate phone number(s).**

Parents/Guardians should always prepare for the possibility of school closings that may occur during the school day. Please make sure that your child has an early dismissal plan. Your child may need to go home if an emergency develops at school. School days lost for such reasons will be made up according to the school calendar, as decided by the Board of Education.

PVE Early Dismissal/Delayed Opening/Remote Schedules

PVE Early Dismissals/Delayed Opening/Remote Schedules					
2 Hour Delay		1:40 Early Dismissal		Remote Learning	
Arrival	11:01-11:10	Arrival	9:01-9:10	Arrival/ Student Login	10:00-10:10
AM HR	11:10-11:12	AM HR	9:10-9:20	Period 1	10:10-10:45
Period 3	11:12-11:47	Rotating Pd	9:21-9:56	Period 2	10:45-11:20
Period 4	11:49-12:24	Period 3	9:58-10:33	Period 3	11:20-11:55
Period 5	12:26-1:01	Period 4	10:35-11:10	Period 4	11:55-12:30
Period 6	1:03-1:38	Period 5	11:12-11:47	Period 5	12:30-1:05
Period 7	1:40-2:15	Period 6	11:49-12:24	Period 6	1:05-1:40
Period 8	2:17-2:52	Period 7	12:26-1:01	Period 7	1:40-2:15
Rotating Pd.	2:54-3:29	Period 8	1:03-1:38	Period 8	2:15-2:50
PM HR	3:29-3:45	Homeroom	1:40-1:45	Rotating Pd.	2:50-3:25
Dismissal	3:45	Dismissal	1:45	PM HR	3:25-3:45

PVI Early Dismissal/Delayed Opening/Remote Schedules

PVI Early Dismissals/Delayed Opening/Remote Schedules					
2 Hour Delay		1:40 Early Dismissal		Remote Learning	
Arrival/HR	10:45-10:55	Arrival	8:45-9:00	Arrival/ Student Login	9:50-9:57
Rotating Pd.	10:57-11:32	AM HR	9:00-9:05	Period 2	9:59-10:34
Period 4	11:34-12:09	Rotating Pd.	9:07-9:42	Period 3	10:36-11:11
Period 5	12:11-12:46	Rotating Pd.	9:44-10:19	Period 4	11:13-11:48
Period 6	12:48-1:23	Period 4	10:21-10:58	Period 5	11:50-12:25
Period 7	1:25-2:00	Period 5	10:58-11:33	Period 6	12:27-1:02
Period 8	2:02-2:37	Period 6	11:35-12:10	Period 7	1:04-1:39
Rotating Pd.	2:39-3:14	Period 7	12:12-12:47	Period 8	1:41-2:16
Homeroom	3:16-3:25	Period 8	12:49-1:24	Period 9	2:18-2:53
Dismissal	3:30	Homeroom	1:26-1:30	Period 10	2:55-3:30
		Dismissal	1:30	Dismissal	3:30

Programs and Procedures

Cafeteria Program

Pleasant Valley School District provides an opportunity for children to purchase healthy meals each day. Breakfast and lunch menus are planned to provide balanced meals. Special dietary needs can also be accommodated. Breakfast and lunch are free. The prices below reflect the cost of a *second meal*.

Cost for breakfast	Cost for lunch
1st Breakfast Meal – Free	1st Lunch Meal – Free
Daily = \$1.60	Daily = \$2.85
Reduced = \$.30	Reduced = \$.40
Milk Only = \$.50	Milk Only=\$.50

Monthly menus are included in the monthly newsletter. You can access the menu on the school district website at <https://www.fdmealplanner.com/>. Parents/guardians can monitor their child's lunch account on the school district website and make online payments.

Under the federally funded National School Lunch Program, free and reduced breakfast and lunches are available for students who qualify. Application forms are sent home to all families at the beginning of each school year or can be accessed in any school office throughout the school year. Applications can be returned to the main office for processing at any time.

Gift Buying (Board Policy 322)

Pleasant Valley School District discourages the practice of staff members receiving gifts from students.

Lost and Found

Each school maintains a "lost and found" area for items that students have misplaced. If your child has lost clothing items, please come to the school to see if it has been found. Articles of clothing should be labeled with your child's name. Unclaimed articles will be donated at the end of the school year.

School Pictures

Student photographs are taken as a school service to children and parents/guardians. Individual and/or group pictures are taken in all buildings according to a predetermined fall and spring picture day(s) schedule. Purchase of these pictures is optional.

School Bus Transportation

Our school district utilizes the services of First Student to transport our students. First Student, based in Cincinnati, Ohio, is one of the leading transportation companies in the United States. The school district and First Student work together to provide safe and efficient school bus transportation for all students. First Student may be contacted directly at 570-402-2282. We encourage parents/guardians to contact

our district transportation liaison at 570 402-1000 ext. 1279 regarding questions/concerns relating to school bus transportation.

Expectations for responsible bus behavior are indicated below. The school district reserves the right to suspend any student from riding the bus who cannot follow the guidelines for responsible behavior.

Student Expectations:

1. Follow the bus driver's directions.
2. Sit safely in the seat with their back against the back of the seat.
3. Stay seated until assigned stop.
4. Face the front of the bus.
5. Keep hands, feet, and all items within their personal space and inside the bus.
6. Keep the main aisle clear.
7. Maintain a quiet voice and use appropriate language.
8. No eating or drinking on the bus.

NOTE: The school bus is an extension of the classroom. Students are expected to maintain the same behavioral expectations on the school bus as in school.

As per PVSD Board Policies No. 226.1 and No. 810.2, the use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. The Board authorizes the use of video and audio recording on school buses and school vehicles. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. The district shall comply with the provisions of federal and state laws and regulations.

If you have any issues with your student's bus or bus stop location, please complete the necessary forms via PowerSchool. Please allow 72 hours for a response.

Arrival and Dismissal Procedures for Parent Pick-Up and Parent Drop-Off

PVE Arrival and Dismissal Procedures			
	Location	Time	Instructions
PVE Drop-off	Front Doors	9:01 AM	Please park your vehicle in the parking lot and then walk your child to the front doors. Students are not permitted to be dropped off in the parking lot and walk on their own to the school.
PVE Pick-Up	*Kindergarten, 1st, & 2nd grade outside of the Main Lobby *Multiples and Daily Notes outside of the Kindergarten Lobby	3:35 PM	Parents/Guardians will need to park in the parking lot and walk to the front doors of the school. Permanent Parent Pick-up students will be lined up by grade level or siblings will be in a line titled, "Multiples." Students being picked up periodically will be lined up in a line titled, "Daily Notes." Please wait patiently near the respective door for your child. You will be greeted by a staff member, who will verify your identification by looking at your ID and then your child will be sent out to you.
PVE Early Pick Up	PVE Main Office	Before 3:15 PM	Notify the main office via pveparentpickup@pvbears.org . Upon arrival, parent(s)/guardian(s) must park in the main parking lot and enter the building at the main entrance to check in with the office. Valid photo identification will be required for the student to be released.
Late Drop Off/Tardy	PVE Main Office	After 9:10 AM	Parent(s)/guardians must park their vehicle, walk students to the building, and sign them in.

PVI Arrival and Dismissal Procedures			
	Location	Time	Instructions
PVI Drop Off	Circular drive at the east end of the building (first driveway on your right from Burger Hollow Rd. on Polk Township Rd). Cars will form a single line.	8:45 AM	Cars should pull up to the designated cones/staff members. Students must exit the car from the right side/passenger side. Students may not leave the car unless staff members are present.
PVI Pick-Up	Circular drive at the east end of the building (first driveway on your right from Burger Hollow Rd. on Polk Township Rd) Cars should form two lines traveling towards the building separated by the broken white line, stopping at the top of the driveway prior to entering the circular drive near the building and wait for direction from building staff.	3:25 PM	Upon direction from staff, vehicles will transition into one line before entering the circular drive. The personalized parent pick-up hang tag should be placed on the front windshield of the car so that it is clearly visible. Parents/Guardians will remain in their car. Students will be called and will walk out and enter on the passenger side of the car.
PVI Early Pick Up	PVI Main Office	Before 3:00	Notify the main office via pviparentpickup@pvbears.org . Upon arrival, parent(s)/guardian(s) must park in the main parking lot and enter the building at the main entrance to check in with the office. Valid photo identification will be required for the student to be released.
PVI Late Drop Off/Tardy	Main Office	After 8:55 AM	Parent(s)/guardians must park their vehicle, walk students to the building, and sign them in.

PVE and PVI utilize personalized bookbag/vehicle tags for parent pick-up. Personalized tags may be obtained by completing an application. Applications should be submitted prior to the start of school in order to facilitate a smooth and orderly pick-up procedure during the first week. Parent pick-up can be every day or occasionally. At PVE, parents who will be doing Parent Pick-up periodically will be required to send an email or note with the student on the day that the student will be Parent Pick-up. At PVI, students who will be parent pick-up periodically throughout the school year will still be required to complete a parent pick-up application and utilize a personalized parent-pick up hang tag. **In addition, a note should be submitted to the PVE or PVI main offices by 2 P.M. the day that the student will be picked up.** Notes can be emailed to pveparentpickup@pvbears.org and pviparentpickup@pvbears.org. In an effort to maintain safety and make this process as efficient as possible, we ask that you encourage your child to report directly to the parent pick-up area upon dismissal.

Things to remember for parent drop-off and parent pick-up include:

1. Be alert at ALL times.
2. When driving on school property, please maintain a safe speed limit of 15 miles per hour or less. For the safety of our students, please do not pass other cars during drop off and pick up.
3. Students are not permitted in the building prior to the assigned start time.
4. Children should never be dropped off and left unattended prior to the start of the school day.
5. Advanced notice, preferably in writing, should be provided with the date, the child's name, the name of the individual picking up the child, the teacher's name, and time of pick up.
6. A child will only be released to individuals listed on the parent pick-up note and the emergency contact information. Please update your child's emergency contact information regularly in your PowerSchool Parent Portal.
7. Students will only be released to individuals 18 years or older with appropriate identification.
8. We ask that parents do not use cell phones while picking up or dropping off children.
9. Please obey all parking lot signage.

Use of Personal Electronic Equipment (*Board Policy No. 237*)

It is expected that students in grades K-5 follow the *Electronic Device Policy* regarding the use of electronic devices while on school property to maintain a safe and secure educational environment focused on learning. For more detailed information regarding this policy, please refer to *Pleasant Valley School District Policy No. 237, Use of Electronic Devices*.

Attendance

Attendance and Absences

Compulsory attendance becomes effective when a student enters school for the first time, which shall not be later than six years old, and continues until the student becomes 18 years of age.

Any time a student is absent from school, a written excuse including the following information must be sent to the office within three days:

- The child's first and last name
- Teacher's name
- Date(s) of the absence
- Reason for the absence
- Legible signature of parent/guardian

Excuses may be emailed to pveattendance@pvbears.org and pviattendance@pvbears.org. Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Any questions pertaining to attendance should be emailed to pveattendance@pvbears.org and/or pviattendance@pvbears.org.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner.

The following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the parent/guardian.
11. Non school-sponsored educational tours or trips, if the following conditions are met:
 - a. The parent/guardian submits a request for excusal at least ten days in advance, on the approved district form.
 - b. Educational trip/tour does not take place during the administration of standardized tests or semester exams
 - c. Total educational trip absence days will not exceed five (5) school days in a single school year, unless prior approval is received from the Superintendent or designee. *(see next section for more information)*
12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

The district may limit the number and duration of non-school sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Truancy Process

Three Unlawful Absences

- A 3-Day Unlawful Absence Notice is mailed to students' residences.

Six Unlawful Absences

- Parents/guardians will be asked to participate in a School Attendance Improvement Conference (SAIC) to develop a School Attendance Improvement Plan (SAIP)
- A 6-Day Unlawful Absence Notice is mailed to students' residences along with the completed SAIP.

After SAIP is Created

- If 3 or more unlawful absences are accrued after the SAIP, citations will be issued under to parents/guardians
- The student and parent will be required to attend a truancy conference with a Magisterial District Judge.

Citations and Fines

- Parents will be referred to the District Magistrate for citation and fines. Children and youth may also be notified.

Educational Trips (*Board Policy No. 204*)

For any educational trip taken during the school year, requests must be submitted to the attendance office at least 10 days in advance on the approved district form. No student may spend more than a total of five (5) school days on an approved educational trip in any given school year, unless prior approval is received from the Superintendent or designee. All pre-approved trips will be recorded as excused absences.

Assigned school work will be due on the day of return to school. Make-up tests and quizzes must be scheduled within a time period that is equivalent to the number of school days of the trip.

The form to request approval can be found on the district website or at your school's attendance office.

Tardiness

It is important that all students arrive at school on time. If a student is tardy, the parent/guardian will be asked to provide a written excuse. If students are tardy, they must be accompanied into the building by an adult. Do not allow tardy students to come into the building unaccompanied. A record of the time arrived and reason for late arrival will be maintained. Minutes tardy will accumulate and may result in truancy proceedings. At PVE, tardiness begins at 9:10 AM and at PVI, tardiness begins at 8:55 AM.

Sign in/Sign out Sheet

When a student arrives late to school or if he/she is signed out early, proper documentation must be completed in the school's main office. Proper identification will be required. Parents/Guardians are discouraged from signing their children out before regular dismissal time to minimize the loss of instructional time.

In addition, any visitor entering the building will be required to sign in and out. Proper identification will be required.

Dress and Grooming Guidelines (*Board Policy No. 221*)

The Pleasant Valley School District dress and grooming guidelines apply to all students. Students in violation of the guidelines will be asked/sent home to change and disciplinary consequences will be applied. When a student's dress is representative of a danger to his/her health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change his/her clothing. A violation of the dress code may result in disciplinary action.

Please adhere to the policy and dress appropriately for an educational setting. Clothing must be appropriately sized for the student; that is, they are to be no more than one (1) regular size larger than the student actually measures. It also means that bottoms are not to be tight. Extra wide, extra full, extra-long, baggy, or sagging bottoms, as well as tight and/or undersized bottoms, are not permitted.

- Jeans, khaki pants, athletic pants, yoga pants (leggings), dresses, and skirts are all acceptable lower garments.
 - All garments must be in good repair and not have any holes or rips.
 - Lower garments must fit and be an appropriate length as defined as covering approximately three-quarters of the thigh and cannot reveal undergarments. Shorts, dresses, and skirts should maintain an appropriate fit and length while walking, sitting, reaching, and bending over.
 - Lower garments must be worn at the hip without sagging.
 - Cut-off shorts are not permitted.
- Upper Garments (shirts) must be in good repair and not have holes, rips, or slashes.
 - Upper garments must cover the shoulder, torso, and midriff and must not be excessively tight or low cut from the collar. Shirt hems must fall below the waistband of lower garments. Upper garments cannot reveal undergarments.
 - Sweatshirt hoodies are acceptable to wear inside of the building, but hoods may not be worn on the head at any time.
- Clothing and/or jewelry that are not permitted include
 - Items that promote or reference drugs, alcohol or tobacco.
 - Articles of clothing or accessories imprinted with messages pertaining to drugs or alcohol
 - Any advertisement for any alcohol product or establishment which deals with alcohol
 - Gun or weapon related apparel
 - Clothing or accessories that may be gang related, vulgar, obscene or contain profane pictures or sayings
 - Double-meaning slogans
 - Clothing that is overly suggestive or revealing
 - Articles of clothing in which undergarments are deliberately exposed to view.
 - Clothing or jewelry that promotes or makes reference to cult or satanic activity
 - Clothing or jewelry that promotes or makes reference to weapons, violence, gang affiliation, sex, sexism, sexuality, political messages and or ethnic/racial prejudices
 - Clothing or jewelry with suggestive themes and or obscene pictures, words, or gestures
- Shoes
 - As a safety measure, footwear must both be of the same pair and intact.
 - Sandals or clogs must have a back strap and footwear with shoelaces must be tied.
- Hats are not acceptable to wear inside the building at any time unless permitted as part of an announced school spirit theme.

When a student’s dress is representative of a danger to his/her health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change his/her clothing. A violation of the dress code may result in disciplinary action.

Students may be required to wear specific types of clothing while participating in physical education classes, technical education classes, science laboratories, family consumer science classes, and or extracurricular activities.

For more information, see Board Policy No. 221.

Positive Behavior/Code of Conduct

School-Wide Positive Behavior Support

A major function of school is to assist in the development of responsible behavior in all students, and support students in accepting responsibility for their own behaviors. Schools are designated for learning. Responsible behavior is an integral part of the overall learning environment. The promotion of responsible behavior is enhanced through our Positive Behavior Support Program (PBS) and learning from members of the community, parents/guardians, and other students.

Parents/guardians are encouraged to join the elementary faculty and staff in reinforcing and supporting positive and respectful behavior. The Positive Behavior Support program is implemented in grades K-5 to help students make the best choices regarding behavior. The building expectations are as follows:

PVE	PVI
<ul style="list-style-type: none"> ● Prepared to Learn ● Always Be Respectful ● Winning Choices ● Safety First 	<ul style="list-style-type: none"> ● Be Responsible ● Engage everywhere ● Act Safely ● Respect yourself and others

Students meeting these expectations are randomly rewarded with Bear Paws (PVE)/Bucks (PVI) and may redeem the tickets for many different rewards throughout the school year.

The Pleasant Valley School District has an established Board policy outlining a progressive discipline model for handling student behavior. Parents/Guardians should become familiar with these policies and procedures. All school district policies are available on the school district website at www.pvbears.org for your reference.

Elementary Student Code of Conduct

We take great pride in our schools and the behavior of our students. Courtesy is to be observed at all times and in all situations, without exception. In order to provide a positive learning experience so that all students can receive the best education possible in a safe and orderly setting, certain types of behavior are prohibited. Actions on the part of our students that reflect negatively on our schools are taken seriously and are addressed immediately.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall 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, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete 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 property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

Students and Parents/Guardians are encouraged to refer to the Pleasant Valley School District website at www.pvbears.org to review the Pleasant Valley School District School Board Policies. Specifically, please refer to information regarding Student Rights and Responsibilities (Board Policy No. 235) regarding

student expectations as well as all information in the Pupil Section 200 related to Student Code of Conduct.

Honor Code

It is the belief in the Pleasant Valley School District that the honest pursuit of academic excellence will lead to self-satisfaction, awareness, image, and integrity. The belief in self-actualization through the learning process stems from the student responsibility to pursue knowledge. This honor code represents the belief that all students are capable of the honest pursuit of academic knowledge through research, homework, class work, testing, and all other methods used by the faculty to assist and assess student progress. Unfortunately, some students feel the pressure and need to circumvent the learning process by doing such things as communicating answers with another, the unauthorized use or acquisition of material, and/or using the work of others and submitting this work as their own.

Discipline Code

To conduct himself/herself appropriately in school, the student must learn the basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent(s)/guardian(s), and the school.

Unacceptable forms of student behavior can be organized into three categories:

- Level I.** Acts of misbehavior resolved by the classroom teacher and/or principal or designee.
- Level II.** Misbehaviors, which by their seriousness or frequency require disciplinary action by the principal or designee.
- Level III.** Misbehaviors which are extremely serious, highly disruptive and/or illegal or criminal in nature and are addressed by the principal or designee.

Final decisions regarding the type and/or pervasiveness/severity of the behavior and the disciplinary consequences to be applied are at the discretion of the administration. In all cases, disciplinary action and/or privilege denial may be accelerated for repeat offenders and/or due to the pervasiveness/severity of the offense(s).

Repeat disciplinary behavior - If a student continues to demonstrate disciplinary behaviors over the course of the school year, the student may be placed on a Behavior Contract.

The charts below list the types of infractions and consequences for the first 3 offenses of each infraction at each level of student misbehavior.

LEVEL I

Code	Glossary of Disciplinary Infractions	1st Offense		2nd Offense	3rd Offense	4th Offense
101	Abuse of Hall Pass - A person not arriving and/or returning from a designated location in a timely fashion or one making purposeless stops, veering off course from a destination or errand.	Contact Home / Submit Referral in SIS		1 Detention	2 Detentions	Level II - Insubordination
102	Tardy to Class - Arriving after the bell to class without a pass from previous teacher	Contact Home / Submit Referral in SIS	<i>3rd Tardy</i> 1 Detention	<i>6th Tardy</i> 2 Detentions	<i>9th Tardy</i> 3 Detentions	Level II - Insubordination
103	Unexcused Tardy to School - Arriving after the start of the school day. (K-5 Not applicable)	Contact Home / Submit Referral in SIS	<i>3rd Tardy</i> 1 Detention	<i>6th Tardy</i> 2 Detentions	<i>9th Tardy</i> 3 Detentions	Level II - Insubordination
104	Unprepared for Class - Not having the proper books, Chromebook, and supplies needed to participate fully in class. (K-5: 2+ offenses resolved per administrative discretion as determined by seriousness and relation to other discipline infractions)	Contact Home / Submit Referral in SIS	Warning	1 Detention	2 Detentions	Level II - Insubordination

105	ID Violation - Not producing an ID upon request of a school official. (K-5: 2+ offenses resolved per administrative discretion as determined by seriousness and relation to other discipline infractions)	Contact Home / Submit Referral in SIS	Warning	1 Detention	2 Detentions	Level II - Insubordination
106	Dishonesty – Characterized by lack of truth, honesty, trustworthiness and/or forgery.	Contact Home / Submit Referral in SIS	Administrative Discretion - Warning to 10 Day OSS <i>Determined by seriousness and relation to other discipline infractions</i>			
107	Cheating/Plagiarism - The practice of taking someone else’s work or ideas and passing them off as one’s own.	Contact Home / Submit Referral in SIS	Teacher discretion - “Zero on assignment” Administrative Discretion - Warning to 3 Day ISS			
108	Display/Public Affection - Acts of physical intimacy such as kissing in the view of others	Contact Home / Submit Referral in SIS	Administrative Discretion - Warning to 2 Detentions <i>Determined by seriousness and relation to other discipline infractions</i>			Level II - Insubordination
109	Violation of Bus Rules & Regulations – Any behavior deemed inappropriate, distracting, or unsafe in a moving environment. Any bus suspension connected to an OSS infraction is to start at the completion of the OSS. Any absence related to a student not being bused into school will be considered unlawful.	Administrative Discretion - a. Warning to 10 Day OSS b. Bus Transportation suspended c. Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>				

110	<p>Dress Code Violation - A student found to be in violation of Policy 221 will be removed from class and sent to the office. The student will be issued a written warning and given the opportunity to change from non-compliant clothing into compliant clothing. If the student does not have compliant clothing to change into, the parent will be contacted to bring such clothing for the student. A student may change from non-compliant clothing to compliant clothing provided by the school, when available. If the parent cannot be contacted and/or is unable to bring such clothing, the student may be removed from class for the remainder of the day for offensive items. Violations in excess of the 3rd offense in any one school year will also carry the infraction of "Level II insubordination and up to Level III insubordination" and shall be issued disciplinary consequence</p>	Contact Home / Submit Referral in SIS	Warning	1 Detention / or ISS	2 Detentions / or ISS	Level II - Insubordination
111	<p>Misuse of Technology-the use of technology that is excessive or problematic and to the detriment of the student, the recipient, the school, those around them and/or third parties that are not directly involved but who may be affected.</p>	Determined by seriousness - loss of technology privileges to school discipline based on seriousness				

112	Inappropriate Article - Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT be brought to school or to any school activity or program.	Contact Home / Submit Referral in SIS	Warning	1 Detention / or ISS	2 Detentions / or ISS	Level II - Insubordination
113	Classroom Disruption - Is generally regarded as a behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.	Contact Home / Submit Referral in SIS	Warning	1 Detention / or ISS	2 Detentions / or ISS	Level II - Insubordination
114	Gambling - The activity or practice of playing at a game of chance for money or other stakes.	Administrative Discretion: - Warning to 10 Day OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>				
115	Detention Cut - Not reporting to assigned after-school detention nor securing prior permission to reschedule.	Administrative Discretion - Warning to 2 Days OSS <i>Determined by seriousness and relation to other discipline infractions</i>				Level II - Insubordination

LEVEL II

Repeated offenses from Level 1 infractions: <i>Development of a behavior plan/Child Find that can consist of but not limited to: Hallway restriction, parking privileges, grade level privileges, etc.</i>				
Code	Glossary of Disciplinary Infractions	1st Offense	2nd Offense	3rd Offense
200	Insubordination - Continual defiance of a Level I Infraction	1 Day ISS	2 Days ISS	Level III - Insubordination

Code	Glossary of Disciplinary Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense
201	Class Cut -Absent oneself from a class or other, mandatory event.	1 Day ISS	2 Days ISS	3 Days ISS - 1 Day OSS	Level III - Insubordination
202	Computer, Network, and Internet Use Policy Violation -Refer to the PVSD Technology Handbook & Policy 815-7 Acceptable use policy.	Administrative Discretion: - Warning to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>			
203	Inappropriate Conduct - Engaging in behavior that a reasonable and sensible person would not do, thereby violating the Code of Student Conduct, including but not limited to inappropriate care of school property, inappropriate expression/action, and/or profanity.	Administrative Discretion: - Warning to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>			
204	Possession of look-a-like weapons (w/o intent) - Any item that represents and / or	Administrative Discretion: - Warning to 10 Days OSS			

	looks like a weapon. (but limited to replicas, plastic items, ect.)	- Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
206	Disobedience - Not following direction of school official or someone in authority	Administrative Discretion: - 1 Day ISS to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
207	Encourage/Instigate Fight - Prompting, provoking, influencing, and/or triggering a fight	Administrative Discretion: - 1 Day ISS to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
208	Forgery - Falsely making, completing, signing or altering a written document.	Administrative Discretion: - 1 Day ISS to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
209	Propelling a Projectile - A fired, thrown, or otherwise propelled object.	Administrative Discretion: - 1 Day ISS to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
210	Violation of Student Expression/Distribution & Posting of Materials - Publicly displaying non-school materials on school property or at school sponsored events, including, but not limited to, affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites, through other school district-owned technology and the like without receiving prior permission from the building Principal.	Administrative Discretion: - Warning to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>

211	Inappropriate Use of Electronic Communications Devices – Devices that are visible, used or turned on during the school day without prior permission being granted by the building principal (or designee), this includes students talking, texting and/or airdropping on any device during the day.	Administrative Discretion: <ul style="list-style-type: none"> - Warning to 10 Days OSS - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>
212	Open Lewdness - Any Lewd act which he/she knows is likely to be observed by others who would be affronted or alarmed.	Administrative Discretion: <ul style="list-style-type: none"> - 3 to 10 Days OSS - Possible Expulsion - Possible School Police <i>Determined by seriousness and relation to other discipline infractions</i>

LEVEL III

LEVEL III

When a suspension exceeds three (3) school days, the student and parent/guardian shall 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 is imposed, and the district shall offer to hold it within the first five (5) days of the suspension. Administrative discretion will be exercised to conduct threat assessments based on the infraction. A threat assessment is completed in addition to disciplinary actions.

Repeated offenses from Level II infractions				
<i>Reevaluated behavior plan that can consist of but not limited to: Hallway restriction, parking privileges, grade level privileges, etc.</i>				
Code	Glossary of Disciplinary Infractions	1st Offense	2nd Offense	3rd Offense
300	Insubordination - Continual defiance of a Level II Infraction	1 Day OSS	2 Days OSS	Minimum 5 days OSS/Possible alternative educational placement.

Code	Glossary of Disciplinary Infractions	Offense
301	<p>Simple Assault on Student - The unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
302	<p>Aggravated Assault on Student - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
303	<p>Simple Assault on Staff - The unlawful physical attack by one student upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
304	<p>Aggravated Assault on Staff - An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

305	Rape -Refer to associated Crimes Code Citation for specific details – §31221	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
306	Involuntary Deviate Sexual Intercourse - Refer to associated Crimes Code Citation for specific details §3123 Involuntary Deviate Sexual Intercourse	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
308	Sexual Assault - Refer to associated Crimes Code Citation for specific details -- §3124.1 Sexual Assault.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
309	Aggravated Indecent Assault - Refer to associated Crimes Code Citation for specific details -- §3125 Aggravated Indecent Assault.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
310	Indecent Assault - A person that commits Indecent Assault by touching the complainant's sexual or intimate parts with sexual or intimate parts of the person without consent.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>

311	<p>Indecent Exposure - A person that exposes his or her genitals in any public place or in any place where there are present other persons under circumstances in which he or she knows or should know that this conduct is likely to offend, affront or alarm</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
314	<p>Sexual Harassment-Title IX - Discrimination against a student based on the student's submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
315	<p>Racial/Ethnic Intimidation - Students commit the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
316	<p>All Other forms of Harassment/Intimidation - Repeatedly commits actress with intent to harass, annoy or alarm another person</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

317	<p>Fighting (Mutual Altercation) - A student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, physical aggression or other minor alterations.</p>	<p>Administrative Discretion - 5 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
318	<p>Minor Altercation - An incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., "Student A" strikes "Student B" resulting in little injury and "Student B" does not retaliate).</p>	<p>Administrative Discretion - 5 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
319	<p>Stalking - A person engages in a course of conduct or repeatedly commits acts towards another person, including following the person without proper authority, with the intent to place such person in reasonable fear of bodily injury or to cause substantial emotional distress</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
320	<p>Kidnapping/Interference with Custody of Child- The removal, restraining or confinement of an individual by another through force, threat, or deception or (if a person is under 14 years old) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking. A parent taking a child in violation of a court order, although it may be a crime is not kidnapping for this purpose</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
321	<p>Unlawful Restraint - When one person knowingly and intentionally restrains another person without that person's consent and without legal justification.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

322	<p>Threatening School Staff/Student - To unlawfully place another person in fear of bodily harm through verbal threats or intimidation (physical, verbal, written, or electronic (e.g., internet) threat or intimidation) without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
323	<p>Physical Aggression/Altercation - Any physical act intended to cause harm to another person or a group of people</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
324	<p>Robbery - The unlawful intent to commit a felony or theft against a person.</p>	<p>Administrative Discretion - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
325	<p>Theft - A person unlawfully takes, or exercises unlawful control over, property of another with intent to deprive him thereof.</p>	<p>Administrative Discretion - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
326	<p>Attempt/Commit Murder/Manslaughter - When a person intentionally, knowingly, recklessly, or negligently attempts to cause the death of a human being.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

327	<p>Bullying- By law, "bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts: (1) directed at another student or students; (2) which occurs in a school setting; (3) that is severe, persistent or pervasive; and (4) that has the effect of doing any of the following: (i.) substantially interfering with a student's education; (ii.) creating a threatening environment; or (iii.) substantially disrupting the orderly operation of the school; and "school setting" shall mean 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. The behavior can be either overt or covert in nature utilizing various methods of communication. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) there is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) there is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target. (Policy 249)</p>	<p>Administrative Discretion - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
330	<p>Burglary-The unlawful entry into a building or other structure with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
331	<p>Arson - The unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trash can fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward the same. This category does not include a simple act of lighting a match</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

332	Vandalism - The unlawful desecration of a building or other structure with the intent to commit damage.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
333	Criminal Trespass - Intentionally entering or remaining unlawfully on school property, with authorization	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
334	Rioting - Taking part in a violent public disturbance.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
335	Bomb threat -A person who communicates, either directly or indirectly, a bomb threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>

336	<p>Terroristic Threat (excluding bomb threat) - A person communicates a threat to: (1) commit any crime of violence with intent to terrorize another; (2) cause evacuation of a building, place of assembly or facility of public transportation; or (3) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term “communicates” means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions. Includes: Indirect Terroristic Threat (does not specify the means and is simply a generalized statement or threat) Direct Terroristic Threat (describes the means and the specific individual(s) targeted)</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
337	<p>Failure to Disperse Upon Official Order- Refusing or failing to disperse when ordered to do so by School Police, School Staff/Official engaged in enforcing or executing the law</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
338	<p>Disorderly Conduct - Intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: (1) engages in fighting or threatening, or in violent or tumultuous behavior; (2) makes unreasonable noise; (3) uses obscene language, or makes an obscene gesture; or (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

347	<p>Possession of a Controlled Substance - Any drug listed in the Controlled Substance, Drug, Device and Cosmetic Act or the Comprehensive Drug Abuse Prevention and Control Act or PA Drug Device and Cosmetic Act, as a controlled substance, chemical abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include but are not limited to, marijuana, hashish, chemical solvents, glue, “look alike” substances, and any capsule or pill not registered with the school nurse, annotated within the student’s health record and then given in accordance with the District’s Policy for the administration of medication to students in school. Drug Paraphernalia – Any utensil or item which, in the school’s reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls. Includes: Possession of a Controlled Substance Using/Sale/Distribution or Acting Under the Influence of a Controlled Substance</p>	<p>Administrative Discretion:</p> <ul style="list-style-type: none"> - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Drug & Alcohol Counseling - Possible Expulsion <p><i>Determined by seriousness and relation to other discipline infractions</i></p>
349	<p>Possession of Alcohol - Any alcohol or malt beverage. Examples include, but are not limited to, beer, wine, and liquor. Includes: Possession of Alcohol Using/Sale/Distribution or Acting Under the Influence of Alcohol</p>	<p>Administrative Discretion:</p> <ul style="list-style-type: none"> - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Drug & Alcohol Counseling - Possible Expulsion <p><i>Determined by seriousness and relation to other discipline infractions</i></p>
350	<p>Possession, Use, or Sale of Tobacco or Other Nicotine/Drug Delivery Service - Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking/vaping product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.).</p>	<p>1st Offense: 1 day OSS + school police/citation 2nd Offense: 2 days OSS + school police/citation 3rd Offense: 3 days OSS + school police/citation 4th + Offense: Administration discretion.</p>

351	<p>Cyberbullying - The term cyberbullying is being used to describe bullying behavior which occurs on the Internet or via Social Media. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) there is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) there is intensity and duration - the taunting continues over a period of time, and is not welcomed by the target. (Policy 249)</p>	<p>Administrative Discretion - 1 to 10 Days OSS <i>Determined by seriousness and relation to other discipline infractions</i></p>
353	<p>Possession, use, or sale of a vaping material-- Tobacco includes a lighted or unlighted cigarette, cigar, pipe, or other smoking/vaping product or materials; and smokeless tobacco in any form (snuff, chewing tobacco, etc.).</p>	<p>1st Offense: 1 day OSS + school police/citation 2nd Offense: 2 days OSS + school police/citation 3rd Offense: 3 days OSS + school police/citation 4th + Offense: Administration discretion.</p>
354	<p>Possession of A Weapon - Possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to and from any elementary or secondary publicly funded educational institution. A weapon is defined as: Any firearm or explosive device; force-impacting device; knife or sharp-edged or sharp-pointed utensil, device or tool; or any article, instrument or substance which can or is likely to produce death or great bodily harm. Include but are not limited to Possession of: BB/Pellet Gun Explosive (Bomb, Missile, etc.) Rifle/Shotgun Knife Cutting Instrument (Razor, box cutter, etc.) Handgun Other Firearm or Weapon Replica Other Weapon</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>
355	<p>Verbal Aggression/Altercation - Any verbal act intended to cause harm to another person or a group of people.</p>	<p>Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i></p>

356	Prohibited Item of a Dangerous Nature - Items, devices, materials which are considered hazards to the safety of others or which could interfere with the educational process are prohibited in school. Items not directly associated with the educational program and reasonably necessary for the student's participation in the school program shall NOT to be brought to school or to any school activity or program	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
357	Violation of Audio & Video Recording on School Property and School District Buses/Vehicles – Electronic devices that have the capability to record audio and/or video being used by students in violation of applicable law and Board Policy #815; including the misuse of devices that negatively impacts other people, or defames their reputation to include inappropriate recording and/or posting of staff and students within the school environment	Administrative Discretion: - 1 to 10 Days OSS - Possible School Police/State Police Involvement - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>
358	Brazen Insubordination -Bold, shameless and continual defiance of authority; refusal to obey orders	Administrative Discretion - 1 day OSS to 10 Days OSS - Possible Expulsion <i>Determined by seriousness and relation to other discipline infractions</i>

Level IV

Habitual offenders of Level III infractions will be referred to the Board of School Directors of the Pleasant Valley School District for an expulsion hearing.

Habitual offenders will be defined as either:

- a. Students who have exceeded the category of 5-10 days of suspension during the current school year for a specific Level III infraction.
- b. Students who have exceeded five (5) separate suspensions during the current school year for any combination of Level III infractions.

Safety and Security

Student Identification

While on school district property, all students must wear and visibly exhibit, in the front of his/her outer garment between the shoulders and the waist, their current district issued photo identification on a break-away lanyard issued by the school district. Students may also be required to wear their school district ID when participating in an off-campus school-sponsored activity. At any time, students may be required to immediately present their photo ID to an administrator, teacher, and other school employee or transportation worker. Students are responsible to report lost, damaged, or stolen identification cards immediately upon discovery to a teacher, security officer, or administrator. Under no circumstances shall a student alter a student ID card. Two (2) IDs will be issued to each student at no cost. Due to replacement costs, students will be charged for each replacement ID or lanyard.

Emergency Procedures

Parents/Guardians will be notified immediately in the event of an emergency. However, sick or injured children will not be sent home on the school bus. If parents/guardians cannot be reached, an emergency contact person designated by the parent/guardian will be contacted.

It is very important that your child's emergency contact information is up-to-date and accurate. If you need to change your child's emergency contact information this may be done on the PowerSchool Parent Portal by going to www.pvbears.org, the PowerSchool Parent app, or by contacting the main office of your child's school. Parents/Guardians must go to the registration office (adjacent to the middle school) to change their address.

Custody

If there is a court order regarding the parental rights of your child, the court order should be submitted to the district registration office immediately. A copy will be made and filed in the child's student record. Without a court order, both parents have equal access to the child and the child's records.

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT: The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging state academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise

laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance, and arrange transportation (Kg-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance, and academic performance
- Assist students/families with access to community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so that they can participate in sports, field trips, and school activities

For additional information, please contact the Child Accounting Office at 570-402-1000 Ext. 1215

Student Records

Records are maintained to support the educational process and for the convenience of current and former students. Parents/Guardians or current students may review records through the school office.

There is a procedure for correction, addition, or challenge of the record when permission from the parent/guardian or the student (if over 18 years of age) is needed for release of records outside the school district. Exemptions are as follows: if the student transfers out of the school district, if the school district receives a subpoena, if the student seeks admission to a post-secondary school, and if the directory information is sought in the case of an emergency or police matter. Specific additional policy information may be accessed on the Pleasant Valley School District website regarding student records at www.pvbears.org.

Video Surveillance (*Board Policy No. 226.1, 709, and 810.2*)

Video surveillance cameras will be used in public areas to record activities on school property, (No.709). The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles, (810.2). Surveillance is used to promote the order, safety, security, and property of students, staff, and others. Recordings may be used for review of any incidents involving students, staff, and/or others and as evidence for disciplinary and/or legal action, (226.1).

For more information, see Board Policy No. 226.1, 709, and 810.2

Volunteers

Volunteers (*Board Policy No. 916*)

A volunteer is an adult who plays a more involved role than a visitor, voluntarily offering their services to the district without compensation. They are not considered school employees. If you're interested in volunteering, please get in touch with the main office at PVE: 570-402-1000 x 6001 or PVI: 570-402-1000 x 3001.

All volunteers must complete a volunteer application and submit the required clearances to the building principal. Once reviewed by the building principal the paperwork will be sent to Human Resources (HR) for approval. HR must receive all appropriate volunteer paperwork at least one week before the event for which the person wishes to volunteer. Approval is necessary before starting any volunteer work.

The following clearances must be completed prior to volunteering:

- PA Child Abuse History Certification, - which must be less than sixty (60) months old.
- PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
- Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.
- Federal Criminal History Report (if the volunteer has been a PA resident for less than 10 years)
- Tuberculosis Test screened in accordance with PA Department of Health.

For more information, see Board Policy No. 916.

Parent Teacher Organization (PTO)

We need parent volunteers to support the success of the school community. The PTO is a parent/guardian volunteer organization that provides an opportunity for the home, school, and community to work together for our children. In the past, the PTO has provided our students with playground equipment, books for the school library, technology, school-wide and classroom celebrations, Holiday Shoppe, school store, and various after-school social events for both students and families. Additionally, many individuals generously volunteer their time to tutor students and assist with special events at school.

PVE and PVI also hold monthly PTO meetings. Check your school calendar for dates and times of PTO meetings at each school. All parents/guardians are encouraged to attend the meetings at their child's(ren's) school. Your attendance at these meetings is important both to learn about what is going on in our schools and to provide support to the children. Any and all parents are welcome to come and give their support. Please contact your child's(ren's) classroom teacher or the main office of your child's(ren's) school to sign up to volunteer.

Academic Instruction

Reading / Language Arts

It is the goal of the Pleasant Valley School District to provide students with rigorous instructional opportunities aligned with the Pennsylvania Core Standards. The first component of our Language Arts Program is reading instruction. Our reading instruction is delivered using the Units of Study for Teaching Reading in a workshop model. This model provides the ideal opportunity for students to be matched with books on their appropriate reading level, while also being given the authority to choose books based on their interests. The Reading Workshop Model offers a simple and predictable framework for teaching strategies and for giving students feedback while they are in the midst of their ever-changing, complex reading work.

The second component of our Language Arts program is writing instruction. Writing instruction is delivered using the Units of Study for Teaching Writing in a workshop model. This model is composed of a mini-lesson, student writing, conferences, and "share time" during which students share their writing. The writing component also includes spelling and grammar instruction.

A phonics/word study component is included in grades K-5. Students are provided explicit phonics instruction with ample opportunities to practice phonics and word study skills throughout their day.

Within the Language Arts Program, our highly differentiated instruction targets specific student needs based on diagnostic assessment data and classroom performance. Every student is given a benchmark screening assessment three times per school year. This is designed to be used in conjunction with classroom performance and ongoing assessment to help teachers and school administrators identify each student's instructional needs.

Mathematics

The Pleasant Valley elementary schools implement the Ready Classroom series by Curriculum Associates. This instruction is designed to meet the needs of all students while aligning with the Pennsylvania Core Standards.

Our highly differentiated instruction targets specific student needs based on diagnostic assessment data and classroom performance. Through iReady, every student is given a benchmark assessment three times per year. This is designed to be used in conjunction with classroom performance and ongoing assessment to help teachers and school administrators identify each student's instructional needs.

Eight Practices of Mathematics

1. Make sense of problems and persevere in solving them.
2. Reason abstractly and quantitatively.
3. Construct viable arguments and critique the reasoning of others.
4. Model with mathematics.
5. Use appropriate tools strategically.
6. Attend to precision.
7. Look for and make use of structure.
8. Look for and express regularity in repeated reasoning.

Science

In grades K-2, our science instruction is developed to provide inquiry based learning opportunities for all students. These opportunities are integrated into literacy and math instruction.

Science instruction in grades 3-5 reflects the Next Generation Science Standards and the Pennsylvania Department of Education Framework in the study of Life, Physical, Earth and Space Sciences as well as Technology. During their studies, students will engage in practices to deepen not only content knowledge but also the application of the learning in an inquiry and experiential-based learning environment using the following:

Eight Practices of Science and Engineering:

1. Asking questions (for science) and defining problems (for engineering)
2. Developing and using models
3. Planning and carrying out investigations
4. Analyzing and interpreting data
5. Using mathematics and computational thinking
6. Constructing explanations (for science) and designing solutions (for engineering)
7. Engaging in argument from evidence
8. Obtaining, evaluating, and communicating information

Social Studies

The primary objective of the K-5 Social Studies program is to facilitate students in attaining a deeper comprehension of themselves and others within the context of a global society. These learning opportunities are integrated throughout literacy instruction in grades K-5. In grades 3-5, tailored content and processes are also delivered in Social Studies classes. All social studies instruction is designed to align with the "Big Ideas" delineated in Pennsylvania Core Standards.

Special Areas

	Kindergarten	First	Second	Third	Fourth	Fifth
Art	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>
Health and Physical Education	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>3 periods per 6 day cycle</i>	<i>3 periods per 6 day cycle</i>	<i>3 periods per 6 day cycle</i>
Music	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>
Library	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	X	X	X
STREAM (Science, Technology, Reading, Engineering)	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	X	X	X

Arts, Mathematics)						
Technology	X	X	X	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>

Educational Resources

Online Resources

The Pleasant Valley School District values the ease of access to information and materials that help parents/guardians support their children. On the Pleasant Valley School District website (www.pybears.org), you can find district information, including the school calendar, policies, services, activities, and links to each of the schools in the district. You can access the **Pleasant Valley School District Facebook** page to stay up-to-date on current events and related news.

Seesaw K-2

Seesaw, an online learning platform, will be utilized for this school year for remote learning if the need arises. Seesaw will also be used as a primary means of communicating with families. Families will receive login information from their child’s teacher.

Google Classroom 3-5

The district will be using Google Classroom as a Learning Management System (LMS). This system allows for a one-stop shop for all instructional materials. Parents and students will have their own log-in credentials. This system can be used to access instructional materials, announcements, grades and communication with the teacher.

Instructional Grouping and Student Placement

The Pleasant Valley School District's rationale for grouping students is to create a classroom environment that is conducive to learning and teaching. Our goal is to maximize the use of instructional time and take into consideration that students learn from each other as well as from the teacher. We always value information you may feel is important to the placement of your child, **but cannot honor requests for specific teachers**. The types of information you may want to share are:

- Health or medical needs
- Family changes
- Peer interactions
- Specific social, emotional, or educational needs
- Learning style

Please contact the School Counseling Department at the school your child(ren) will be attending to discuss or share this information.

Field Trips

Field trips are a planned part of the instructional program at each grade level and support academic goals. Parent/Guardian permission notes to participate are required because students will be leaving school property. Since safety is a priority, parents/guardians may be asked to attend field trips as chaperones.

Homework

Homework is a vital part of the instructional process. It is designed to give your child the opportunity to practice learned skills independently. The classroom teacher determines the amount of homework and the content which will vary depending on the content area and grade. If your child has difficulty completing the assigned homework or if you have any questions, please contact your child's classroom teacher(s).

Support Services

Multidisciplinary Team

The Multidisciplinary Team refers to the team of school professionals, parents/guardians, and community agencies that work together to determine appropriate programming for individual students. This team is most commonly used when determining the programming for students with special needs.

Special Education and Gifted Services

The Pleasant Valley School District is an inclusive school district. This means that students with disabilities and special needs are educated alongside their non-disabled peers to the maximum extent possible. The Pleasant Valley School District, either directly or through various other education agencies, including Colonial Intermediate Unit 20, provides Special Education services that may be required for children with special needs. Please contact your child's school counselor if you have any questions about special education services.

English Learners (EL)

The Pleasant Valley School District provides an English Learner (EL) curriculum for our students who qualify. English learners are identified through a Home Language Survey at the time of registration. A screening process identifies students in need of EL support. At the elementary level, the EL program provides English Learners with a communication program in English that will enable them to fully participate in their educational experience in our schools, in their daily lives, and in our community. The objectives of our program include the following:

1. To develop basic interpersonal skills and cognitive academic language proficiency in English.
2. To develop proficiency in the language domains of speaking, listening, comprehension, reading, and writing from a whole language approach.
3. To develop competence in intercultural interactions.

4. To provide EL's with opportunities to share their language and culture with their peers.
5. To encourage participation in the full range of instructional activities in the mainstream curriculum and extracurricular activities in the school.

Child Study Team (CST)/Student Assistance Program (SAP)

Teachers monitor students' academic and/or behavioral progress through benchmark assessments, progress monitoring, and observation. There are times when students may need additional support to reach their potential. These processes are team approaches to developing plans based on student data. Parents/Guardians are a part of this process through communication with the classroom teacher and/or teams.

School Counselors

Our elementary school has several individuals who provide your child with the very best learning experiences. Our school counselors support students individually, in small groups, and in the classroom setting. They also consult with teachers, parents/guardians, and the building administration regarding children's academic, social, and/or emotional growth. If you would like further information regarding the school counselor's role, please call the guidance office at 570-402-1000 x 6011 (PVE) or x 3011 (PVI).

Title I

Title I is a federal program that serves to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and meet challenging state academic standards. Title I funding provides instructional materials to support all students in meeting grade-level academic benchmarks. Parents/guardians are encouraged to be a part of the Title I school-wide planning committee at PVE/PVI and are invited to attend the fall and spring Title I meetings as well as parent and family engagement events. See the district website for more information.

Student Evaluation and Record-keeping

Assessment

The Pleasant Valley School District uses local, nationally normed, and statewide assessments throughout the school year. The assessment information is used to:

1. Provide information to the Board of Education and the community on the level of education attainment/measured ability of students in the Pleasant Valley School District and comply with various federal or state mandates.
2. Provide information on in-school performance to teachers, students, and families for the purposes of educational planning.

3. Provide information to school educators on student performance in specific curricular areas for the purpose of curriculum planning, modification, and the annual determination of each student's academic progress.
4. Provide educators in the schools with information about individual students upon which to base competent decisions about appropriate instructional interventions.
5. Provide information to educators in the schools to assist in the strategic planning process.

Parent-Teacher Communication

Conferences

Parents/guardians will have the opportunity to attend parent-teacher conferences during the school year. All parents/guardians are encouraged to attend. The conferences will be approximately 10-15 minutes and may include individual and/or teams of professional and support staff. In the fall, district-wide conferences will be held. At any time during the school year, if you want to schedule a conference with your child's teacher, please reach out to the teacher and schedule one.

Progress Reports and Report Cards

In addition to parent-teacher conferences, information regarding student progress is available via PowerSchool. At the conclusion of each marking period, parents/guardians can receive a report of their child's progress via PowerSchool.

Grading

PVSD Grading Scale

A 92 – 100	D 65 - 73
B 83 – 91	F Below 65
C 74 - 82	I Incomplete

Beginning in grade 3, Distinguished Honor Roll = average of all marks is 92 or higher and no grade lower than an 85 in any one subject.

Beginning in grade 3, Honor Roll = average of all grades is 87 or higher and no grade lower than 80 in any one subject.

Home-School Communication

Communication between home and school is crucial. Please see some suggestions below that would allow for the best communication between school and home:

Some things to think about:

- Good communication is specific, honest, succinct, and courteous.

- Unfortunately, things are not always interpreted the way the writer or speaker intends. *How* one says something can be more important than *what* one says.
- People often have different perceptions of the same situation. It is wise to verify information before drawing conclusions.
- Children’s home behavior may or may not be consistent with their school behavior.
- There can be no communication without listening.
- All people need to hear good news and compliments.
- Teachers and parents/guardians are working together for the same results—happy, healthy, educated children.

Parent Portal: PowerSchool

Parents/guardians are encouraged to utilize PowerSchool to track their child’s academic progress. Should you ever have any questions regarding your child’s progress in school, please contact his or her teacher or school counselor.

Building Websites

Parents/guardians can visit the PVE and PVI websites to view upcoming events and news related to the school. The website can be accessed at <https://pves.pvbears.org/> and <https://pvis.pvbears.org/>

Seesaw

Pleasant Valley Elementary School uses the free application Seesaw for much of its school communication. To receive communications from the school through Seesaw, please refer to the information provided to you by your child’s teacher or contact the PVE office at 570-402-1000 x 6018.

ClassDojo

Pleasant Valley Intermediate School uses ClassDojo, a free application, for much of its school communication. To receive communications from the school through ClassDojo, please refer to the information provided to you by your child’s teacher or contact the PVI office at 570-402-1000 x 3001.

Automatic Phone Calls/Emails

Automatic emails are sent on Sunday evenings, and calls/emails are sent throughout the school year to share special information with families. If you do not receive these phone calls/emails from us, please call the main office to ensure that your primary contact information is up to date.

Student Health

State-Mandated Reporting Requirements

All school district employees are required under state law to report any suspected incidents of child abuse and/or neglect.

Health Services

The school health services team comprises the certified school nurse, health room technician, school physician, and school dentist. Together, they work with a primary focus on promoting the health and well-being of the students. However, the student and their family play a crucial role in maintaining good health. Encouraging healthy habits like consuming nutritious food, getting sufficient rest and regular exercise, and practicing good hygiene, such as frequent hand washing, can significantly contribute to overall well-being and reduce the risk of transmitting illnesses like colds.

What Happens in the Health Room *(Board Policy No. 203)*

1. Students must obtain permission from school staff to use the health room, except in an emergency.
2. Upon entering the health room, all students with illnesses, injuries, or medication needs will be assessed and care given based on the priority of their complaint. Medical emergencies will take priority.
3. After evaluation by one of the nurses, the following will occur.
 - a. The problem will be treated, and the student will return to class.
 - b. The student will rest and return to class if their condition improves.
 - c. Parent(s)/guardian(s) will be contacted by the nurse about the illness or injury and a decision will be made if the student will return to class or go home. Reasons a student may need to be sent home include fever over 100.4°F, vomiting, diarrhea three times in a day, severe injury, a contagious condition, or illness at the nurse's discretion. In the event that the illness or injury requires medical care, it is the responsibility of the parent(s)/guardian(s) to arrange for further care. 911 will be called by the school nurse when medically necessary.
 - d. The student may present to the nurse's office with an infection or condition that requires follow-up either with a physician or treatment at home (pinkeye, etc.). The nurse will inform the parent(s)/guardian(s) of the specific requirement for return to school. The nurse will inform the parent(s)/guardian(s) of the specific requirement for return to school.

Students may be excluded from school for additional designated symptoms or signs of infectious conditions based on health monitoring by the school nurse or other designated staff, in accordance with guidance and communications from the PA Department of Health or other state or local health officials, and the Board-approved health and safety plan. Students who have been excluded for such symptoms will be readmitted when the school nurse or physician is satisfied that the condition is not communicable, when the student presents a statement from a physician

that the student has recovered or is noninfectious, or when other designated criteria set forth in guidance from state or local health officials has been met.

4. Injuries that happen at home should be taken care of at home. If the student is seen in the health room for home injuries, the nurse will provide care based on the complaint.

For more information, see Board Policy No. 203.

State-Mandated Screening Tests

1. Height, weight, and vision screenings are done on a yearly basis.
2. Hearing screenings are completed in grades K-3, 7th, and 11th. Hearing screenings are completed for all new and transfer students at the elementary level.
3. Physical examinations are required by the Pennsylvania School Health Act for all original entry (K,1), 6th, and 11th grade students and transfer students who do not have documentation of a completed physical examination. Student-athletes, as per PIAA regulations, are also required to have a healthcare provider complete an examination form. Parents/guardians have the opportunity to have these examinations completed by their private physician or by the school physician. School exams do not provide the necessary immunizations needed for 7th and 11th grade.
4. The Pennsylvania School Health Act requires dental examinations for all original entry (K, 1), 3rd, and 7th grade students and transfer students who do not have documentation of a completed dental examination. Parents/Guardians can have these examinations completed by their private dentist, the school mobile dentist program, or the school dentist.

Severe Allergies (*Board Policy No. 209.1*)

The school district recognizes that some students will have severe allergies and that, in order to maintain a safe school environment, it depends upon the coordination of parents/guardians, health professionals, students, and staff to minimize contact with the allergen and prepare a plan of action in the event the child is exposed to the allergen.

It is the parent/guardian's responsibility to notify the child's building nurse of the severe allergy. The parent/guardian must submit to the school district a medical statement form confirming the severe allergy signed by a certified physician, physician assistant, or nurse practitioner. Additionally, a medical statement must be updated yearly by a physician or Nurse Practitioner in order to provide appropriate accommodations.

For a child with a severe food allergy, parents/guardians shall maintain a supply of safe snacks at the school and/or with the child for appropriate use in school.

Although the school district shall provide the necessary accommodations and services to enable a student with severe allergies to attend school safely, the school district is not required to provide medication or personal devices – that is the responsibility of the parents/guardians or others.

When parents/guardians learn that the child's medical condition has changed and that the change may indicate new and/or revised accommodations necessary to safeguard the child, they shall provide such information to the school. *For more information, see Board Policy No. 209.1 and accompanying regulations.*

Dangerous allergies can be triggered by certain types of food or other substances. If a child with such an allergy eats or even touches certain food items or foods processed in a facility with these products, the child may have a life-threatening reaction. Other substances, such as perfumes, can produce similar reactions. Therefore, in classrooms where a child has a severe allergy, we are putting in place these steps to help limit an affected student's exposure to these risky foods or other substances:

- A food or other substance that has been identified as being an allergen to a specific student may not be brought into any classroom to where the child is assigned, whether he/she is in the classroom or not.
- If a student brings an allergen into the classroom and the teacher discovers it, arrangements will be made to ensure that the child is not exposed to the allergen.

We know that these steps may be inconvenient, but we trust that you understand how serious this issue is. We all want Pleasant Valley School District students to be safe.

Medication (*Board Policy No. 210 and 210.1*)

Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. Every effort should be made by the parent(s)/guardian(s) and their physician or certified nurse practitioner to schedule the administering of medication, when viable, at times during which the student is not in school, thus eliminating disruption to the student's school day and maximizing his/her participation in the learning process.

No medication will be dispensed by any school district personnel unless the parent/guardian provides the certified school nurse or health room technician with the proper authorization and medication as stated in *School Board Policy No. 210*. Please see the policy in its entirety for complete information.

- Students requiring medication during school hours must have authorization from their physician on file in the nurse's office and the authorization must include the following:
 - o Date
 - o Full name of student
 - o Name of medication
 - o Prescribed dosage
 - o Time schedule for administration
 - o Length of time (duration) to be given

- o Diagnosis
- o Possible side effects
- o Additional medication currently prescribed
- o Special conditions
- o Signature of physician and address and telephone number (including fax number, if possible).
- o Orders signed by a certified registered nurse practitioner (C.R.N.P.) must include an official office stamp or be submitted on official office letterhead that includes the name and address of the physician.
- o Signature of parent(s)/guardian(s)

Medication must be in the original container from the pharmacy/doctor. The container must be clearly labeled with the full name of the student and the medication name/dosage.

To ensure the safety of all students, all medications, to include, EpiPens, Twinject, asthma inhalers, “pump” administered medications such as insulin – and supplies needed for administration of medication that include any item that is classified as a “sharp” (e.g. syringes with needles, lancets, etc.) must be brought to school by a parent/guardian and given directly to the school nurse or health room technician. All medication to be taken during school hours must have the accompanying Authorization for Medication During School Hours form on file in the nurse’s office.

Students may transport emergency medications to and from school (asthma inhalers, Epi-Pens, Twinject, “pump”-administered medications such as insulin) once proper authorization is on file in the nurse’s office. In cases where the parent/guardian requests that their child be permitted to carry/self-administer medication as per the order of the physician, the medication must be in a properly labeled pharmacy container with the student’s name and the parent/guardian must accept the legal responsibility should the medication be lost, given to, or taken by a person other than their child. The parent/guardian must also acknowledge that the school district has no legal responsibility to ensure that the medication is taken or when the above-named student administers his/her own medication and bears no responsibility for the benefits or consequences of the administration of the medication. The medication for self-administration by the student must be labeled with the student’s name and signed and dated by the certified school nurse or health room technician that the student has authorization to carry and self-administer. The student will be responsible for keeping the medication in a secure location. The right to self-carry medication may be revoked if the student is mishandling the medication.

Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the certified school nurse or health room technician will be considered to be in violation of the school district’s drug and alcohol policy and will be subject to disciplinary action.

Parent(s)/Guardian(s) must pick up any unused medication by the last day of the school year. Any unused medication that is not picked up by this time will be discarded.

The Pennsylvania Public School Code, Section 1414.2(g), allows parents/guardians to request an exemption from administering an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision, review the opt-out form, and sign it.

Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the school nurse's presence.

For more information, see Board Policy No. 210 and 210.1

Immunization Requirements (*Board Policy No. 203*)

Under the regulations of the Pennsylvania Department of Health, children in all grades (K-12) will be required to provide proof of having received the following immunizations or immunity prior to being admitted to school. Students entering Kindergarten will have 5 days from the first day of school to provide documentation of the following immunizations.

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose administered no greater than 4 days prior to the fourth birthday)
- 4 doses polio vaccine (4th dose on or after 4th birthday and at least 6 months after previous dose given. If the 3rd dose was administered on or after age 4, a 4th dose is not required in this series.)
- 2 doses of measles, mumps, rubella**(1st dose given on or no greater than 4 days prior to the first birthday)
- 3 doses of hepatitis B vaccine (There must be at least 24 calendar days between dose 1 & 2, 2 months between dose 2 & 3 and a minimum of 4 months between dose 1 & 3, dose 3 must be given at age 24 weeks or greater.)
- 2 doses of varicella vaccine*** (1st dose given on or no greater than 4 days prior to the first birthday) or chickenpox immunity proven by laboratory testing or a written statement of history of chickenpox disease from a physician. The second varicella must be at least 29 days after the first one.

*Usually given as DTaP, DTP or DT or Td

**Usually given as MMR.

***There must be 28 days between the MMR and VV if they are not given on the same day.

Seventh through 12 Grade ADDITIONAL immunization requirements for attendance:

- 2 doses of meningococcal conjugate vaccine (MCV)
- First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.
- If the dose was given at 16 years of age or older, only one dose is required.

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap).
- Students must have the Tdap and first MCV to be able to enter 7th grade

For more information, see Board Policy No. 203

Exclusion From School

In accordance with the above regulation, since you have provided evidence of at least one dose of each vaccine, your child may attend school provisionally after “A plan for completion of the required doses” has been provided. Your child must comply with current immunization law which requires completion of required immunizations or provide a medical certificate completed by a physician, certified registered nurse practitioner, physician assistant or local health department. Any student who does not complete the required immunizations will be excluded from school until the requirement is met.

Medical Exemptions

Children need not be immunized if the family physician (M.D. or D.O.) provides a written statement that immunization may be detrimental to the child's health. When the physician determines that immunization is no longer detrimental, the child will have to comply with the above immunization requirements.

Religious Exemptions

Children need not be immunized if the parent/guardian or emancipated child objects in writing to the immunizations on religious grounds, or on the basis of strong moral or ethical conviction similar to a religious belief. The statement must be written on the back of the child's “Certificate of Immunization” located in the school nurse's office.

Elementary Professional Development School Partnership

For many years, the Pleasant Valley School District and East Stroudsburg University have been partners in the development of an Elementary Professional Development School Collaborative. The goals of the Professional Development School (PDS) are to enhance the learning of all children, to prepare more effective beginning teachers, and to provide ongoing professional development for veteran teachers and university faculty.

As part of the PDS collaborative, a student intern from ESU may be teaching in your child's classroom. The intern will spend a semester under the supervision of the mentor teacher and a university-based supervisor. The mentor teacher and intern will often engage in teaching together, which results in children receiving more individualized attention.

For more information about the Professional Development School Collaborative partnership, please contact the building administration.

