

Saucon Valley Elementary School

Student and Parent Handbook

2024-25 School Year



SAUCON VALLEY ELEMENTARY SCHOOL CONTACT INFORMATION

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SVSD SCHOOL CALENDAR

Saucon Valley School District

School Calendar 2024-25

Approved 2/27/24

August/September				
M	T	W	T	F
12	13	14	15	16
18	19	20	21	22
26	27	28	29	30
3	4	5	6	
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

15th, 19th, 20th- District Inservice
16th- Teacher Induction
21st- First Student Day
2nd- Labor Day Holiday

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

17th- Presidents Day

October				
M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

March				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
23	24	25	26	27

5th- Teacher Inservice Day
25th-26- Teacher Inservice Day
27th- Teacher Inservice Day (1/2)
25-29 Fall Break

April				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
19	22	23	24	25
28	29	30		

17th-21st- Spring Break

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

23rd- Act 80- Teacher Inservice(1/2)
24th-31st Winter Break

May				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

26th- Memorial Day

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

1st-3rd- Winter Break
20th- Martin Luther King Day
21st- Teacher Inservice

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

5th- Last Student Day (1/2 day)
5th- Last Teacher Day (Full)

	First/ Last Student Day
	Teacher Inservice Day
	Schools Closed for Teachers and Students
	Act 80 Day (schools closed for students)
	Half Day for students and teachers

	Teachers	Students
August	11	8
September	20	20
October	23	23
November	19	15
December	16	16
January	19	18
February	19	19
March	21	21
April	19	19
May	21	21
June	4	4
TOTAL	192	184



SVES SCHEDULES

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

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

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

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

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REGISTRATION & WITHDRAWAL

Kindergarten Registration (School Board Policy 201):

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

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

Immunizations Required:

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

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

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

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

Withdrawals/Transfers (School Board Policy 208):

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

ATTENDANCE

Attendance Policy and Procedures (School Board Policy 204):

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

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

All of these listed absences require written documentation, from the parent/guardian and/ or doctor, to be submitted to the SVES Main Office within five (5) days of return to school following the absence. Please Note: The mere fact that a parent/guardian provides an explanation for the absence does not qualify the absence as excused.

Returning Absence Excuses:

- Absences will be recorded as unexcused/unlawful until the district receives a written excuse explaining the absence, to be **submitted within five (5) school days of the absence.**
- **Signed** parent excuses or **medical excuses** should be submitted to the **SVES Main Office** or may be sent via e-mail to: es-attendance@svpanthers.org or via ParentSquare.

Unexcused Absences:

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

Cumulative Absences (20 or more):

Any student who accumulates more than twenty (20) lawful absences verified by parental notification within a school year, not including pre-approved educational trips, shall be required to supply a medical doctor's note for any subsequent absences. Each note should include why the child could not attend school and the specific dates of the child's absence(s). A letter will be sent to a parent/guardian informing that a doctor's note will be required for all future absences for those who exceed 20 days of lawful absences. Failure to submit a doctor's note will result in any additional absences being documented as unexcused/unlawful.

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

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

Morning Attendance/Tardies:

Students are required to be in homeroom before the bell rings at 8:50 a.m. Any student arriving to homeroom/school AFTER homeroom is considered late/tardy and MUST report to the SVES Main Office and be recorded as late to school at which time they will obtain a pass in order to report to HR/class. Habitual tardies may result in the school holding a School Attendance Improvement Conference (SAIC), or disciplinary measures such as lunch detention and/or after-school detention.

Early Dismissal Procedures:

Students who need to be excused from school before the end of the regular school day (3:10 p.m.) MUST submit a signed note from their parent to the SVES Main Office prior to 9:00 a.m. The note must state the date, time and reason why the student will be excused. When returning from an appointment, it is required that the student have written documentation of the visit. The parent will sign out their child before they leave and sign in their child upon their return. Please ensure that you have your child's ID card with you. Your child will only be released to a parent/guardian or an authorized emergency contact.

Sent Home by School Nurse:

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

Homework Requests and Make-Ups:

If you would like to request homework for the day(s) your child is absent please contact your child's teacher **before 8:00 A.M.** to arrange for homework assignments. These assignments will be placed on the table in the lobby for pick-up after dismissal. After 8:00 AM, homework will be available the next school day. If your child's absence is expected to be for an extended period of time, please contact the teacher to arrange for homework assignments. **A student may not participate in any school sponsored after-school activity for any day of absence unless previous arrangements are made with the principal.**

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

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

- **A Request for Approved Absence Form can be secured from the SVES Main Office, the SVSD District Office or our website:**
http://www.svpanthers.org/uploaded/policies_procedures_forms/district_wide/attendance/approvedAbsenceForm.pdf

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

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

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

STUDENT SERVICES

Counseling Services:

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

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

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

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

Mrs. Wehr - Students with last names A-L

Mrs. Boring - Students with last names M-Z

Student Assistance Program (SAP):

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

ACADEMICS

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

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

Student Success Team:

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

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

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

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

Multi-Disciplinary Team Evaluation:

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

Gifted Education Program

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

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

Speech:

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

Hearing & Vision:

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

Report Cards:

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

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

Encore Schedule:

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

Homework:

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

2024-25 Standardized Testing Information & Dates:

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

- PSSA - The designated PSSA testing window for this year is:
 - Grades 3 & 4 ELA - April 21-25, 2025
 - Grades 3 & 4 Math - April 28-May 2, 2025

Exemption from Instruction (School Board Policy 105.2):

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

Homebound Instruction:

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

STUDENT CODE OF CONDUCT

Discipline Philosophy:

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

Schoolwide Positive Behavior:

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

Behavioral Expectations:

Saucon Valley Elementary School has three behavioral expectations for all students. We expect our SVES Panthers to be:

Respectful
Responsible
Safe



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

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

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



Student Discipline Code:

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

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

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

Think Sheets:

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

Alternative Assignments (Behavior Modification Lessons/Reflections):

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

Lunch Detention:

Lunch detentions will be held in the Main Office. Students will report to the Main Office on their scheduled days. Students are to bring their lunch with them to the Main Office (the student may purchase lunch prior to arriving to the Main Office). The student may complete school work during their lunch detention. However, students are prohibited from using electronics during lunch detention. Failure to comply, may result in additional consequences.

After-School Detention:

After-school detentions will be held from 3:20 pm to 4:15 pm. **Transportation home is the responsibility of the student/parent. There will be no transportation provided by the school.** Parents will be given a minimum of 24 hours notice so that alternate transportation arrangements can be made. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. **Doctor's notes are the only exception for a student to miss detention. The detention will be rescheduled for the following school day upon receipt of the note.** Students are required to bring school work with them to be completed during detention time. If school work is not brought to detention, then remedial work may be assigned and must be completed fully in order for the detention to be considered fulfilled. Student Think Sheets/Behavior Modification lessons may be assigned during detention. No electronics will be permitted during detention. Failure to comply with detention expectations may result in additional consequences.

In-School Suspension (ISS):

An ISS is a consequence that allows the student to remain in school under the supervision of professional staff. ISS forbids the student from participating in any school activity or sporting event until the following school day that the ISS has been served. ISS is held from 8:50 am to 3:00 pm in a structured environment away from the student population. Any work assigned in ISS is expected to be completed during the assigned suspension (including any behavior modification lessons and/or reflections). If the student chooses not to complete the work, the teacher may apply a grade of zero at his/her discretion.

Out-of-School Suspension (OSS):

An Out-of School Suspension precludes the student from participating in any school activity for the duration of the suspension. In addition, the student cannot be on school property for the duration of the suspension and will be cited for trespassing if they violate this. During the suspension, parents/guardians may request of the Main Office or school counselor that assignments be put together for their student, and those assignments can be picked up by the parents/guardians in the Main Office between 9:00am and 3:15pm. Fines and costs may be levied for offenses such as truancy, vandalism, fighting, or acting in a manner that might require the school to contact the law enforcement authorities.

Discipline Levels of Behavior & Definitions:

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

Level I (Minor): Description of Behavior:

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

Level I Minor Behaviors of Concern	Minor behaviors of concern will result in Level I consequences. Please note, after three minor referrals for the same behavior, a major referral will be issued and additional consequences may be imposed for insubordination.
Bus Concern (Minor)	Minor infraction of the bus rules (delineated in the student handbook in the section entitled “Bus Information”) and/or other infractions outlined in the discipline code.
Cell Phone Accessibility During Instructional Time	Cell phones are to remain off and away during the school day to maximize engagement with student learning. Students who have their cell phone out/visible during the school day without teacher approval will be reminded to put the device away. Refusal to put the device away or continued violation will result in an automatic major referral for Insubordination.
Cheating on a Homework or Classwork Assignment	Student copies or shares homework or classwork. A student who engages in cheating on a homework or classwork assignment will receive a 0 for the assignment and a minor referral.
Defiance (Minor)	Student engages in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect (Minor)	Student directs rude, impolite, words or actions toward staff member or peer (includes mumbling remarks under breath).
Disruption (Minor)	Student interferes with classroom instruction/learning or school routines with words or actions.
Inappropriate Language	Student uses inappropriate language without malicious intent (excluding harassment language which is considered a Level III/Major Behavior).
Physical Contact/Horseplay	Student engages in minor inappropriate physical contact including, but not limited to minor horseplay and public displays of affection.
Property Misuse	Student exhibits careless handling of school property.
Unprepared for Class	Student fails to bring necessary materials to class.
Other Minor Misbehavior	Misbehaviors that cause disruption or are off-task during the school day. Examples include, but are not limited to, making loud noises, being inattentive, class misconduct.

Level II (Major): Description of Behavior:

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

Level II Major Behaviors of Concern	Level II major behaviors of concern will result in Level II consequences. Based on the nature of the infraction, the behavior may rise to a Level III or Level IV infraction.
Cheating	Student copies or shares assessments/assignments. Saucon Valley School District acknowledges the evolving role of technology and the need to guide students in using these tools ethically and effectively. As artificial intelligence (AI) becomes increasingly integrated into education, our faculty and staff are developing a framework that aligns with our community values. Teachers will directly inform students about which AI tools are allowed for their assignments. Using AI tools contrary to these guidelines may also be considered cheating. Cheating, in any form, is strictly prohibited. Students caught cheating on tests, quizzes, or any written assignments—including copying from or sharing work with others—will face consequences such as potentially receiving a “0” grade.

Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Disrespect (Major)	Student directs socially unacceptable words or rude comments or actions (including cursing) toward a staff member or peer.
Disruption (Major)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
Level I Unmodified Misbehavior	Continuation of any Level I misbehavior previously addressed by a teacher or administrator.
Minor Verbal Altercation	Verbal conflict by two or more parties.
Peer to Peer Misconduct	Peer to Peer Misconduct shall mean unwelcome and intentional verbal, written, electronic (including but not limited to social networking sites) or physical acts or series of acts directed at a student by another student that takes place in the school setting or on a school electronic device (excluding harassment language or bullying which is considered a Level III/Major Behavior).
Safety Concern	Student intentionally creates a safety concern. This may include, but is not limited to, leaving outside doors propped open, unintentionally putting oneself or another at risk of harm.
Theft	Student possesses or passes on someone else's property. Depending on the nature of the violation, this may also be a Level III violation.

Level III (Major): Description of Behavior:

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

Level III Major Behaviors of Concern	Level III major behaviors of concern will result in Level III consequences.
Abusive Language	Aggressive use of words to attack a student or staff member in order to demean, belittle, incite, anger, or otherwise provoke.
Bullying	Student seeks to harm, intimidate, or coerce someone perceived as vulnerable through electronic, written, verbal, or physical means. Please reference the Bullying Policy (Board Policy 249) for additional information.
Conduct that Presents Danger to the Health and Welfare of Others	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence (arson, indecent exposure, extortion, serious vandalism, etc.)
Dating Violence	Dating violence shall mean where one person uses threats of or actually uses physical, sexual, verbal or emotional abuse to control the person's dating partner. Please reference Dating Violence Policy (Board Policy 252) for additional information.
Fighting	Student mutually participates in an incident involving physical violence.

Harassment/Intimidation	Any verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. Please reference the Harassment Policy (Board Policy 103) for additional information.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal or physical contact of a sexual nature with another person.
Insubordination	Student refuses to comply with a reasonable request issued by school staff for the benefit of maintaining a safe and productive educational environment (this may include examples such as refusal to put away a cell phone during instruction).
Leaving School	Leaving school grounds without permission from a staff member before the end of the student's school day.
Level II Unmodified Misbehavior	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, horseplay which creates a dangerous safety concern, etc.).
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property. In addition to school consequences, and any potential police involvement, student will be required to pay for any damages incurred including replacement costs.
Reckless Endangerment	Any act that creates a substantial risk of serious physical injury to another person.
Sexual Harassment	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment. Please reference the Title IX policy (Board Policy 103.2) for additional information.
Technology Violation (Major)	Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "Viruses", "chain-letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content, or creating any other situation which deters from a positive learning environment.
Terroristic Threats Excluding Bomb Threat	Committing an act for the purpose of terrorizing another or of causing panic or fear.
Theft	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
Threatening School Official or Student	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family during school hours and on school property.

Use or Possession of Tobacco Products including Vaping Products and Electronic Cigarettes	Possession of tobacco or smoking paraphernalia in or on school property. Possession of tobacco, smoking paraphernalia, or use of any form of tobacco or vape product on school property. In addition to suspension, students will be cited for possession on school property. Please reference the Tobacco and Vaping Products Policy (Board Policy 222) for additional information.
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Level IV (Major): Description of Behavior:

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

Level IV Major Behaviors of Concern	Level IV major behaviors of concern will result in Level IV consequences.
Bomb Threat	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
Possession of a Weapon	A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Please reference the Weapons Policy (Board Policy 218.1) for additional information.
Possession / Use of a Controlled Substance or Look-alike	Possession or use of controlled substances in or on school property or at school-sponsored events. Please reference the Controlled Substance Policy (Board Policy 227) for additional information.
Simple Assault	Intentional physical contact of another person without retaliation.

Additional Disciplinary Guidelines:

- Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
- Restitution must be made whenever property damage, vandalism or theft takes place.
- The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
- The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include field trips
- Suspended students may not be on school grounds at any time during their suspension until the following school day. This includes before and after-school activities.

Hearing/Right of Appeal: Informal Hearings:

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

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Hearing/Right of Appeal: Formal Hearings

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

hearing except when, in the opinion of the Superintendent, the presence of the student in school poses a danger to the student or others in the school community. Title 22 Sec. 12.8

The formal hearing shall observe the due process requirements of:

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

Bullying & Cyberbullying (School Board Policy 249):

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

- Substantially interfering with a student's education
- Creating a threatening environment in the school or
- Substantially disrupting the orderly operation of the school

Bullying may occur in the school setting or out of the school setting. Bullying, as defined in this policy, includes cyberbullying. Bullying that does not occur in the school setting, but otherwise fits the definition above, may fall under this policy if the effect of the bullying has an impact on the student in the school setting.

School setting means:

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

Out of the school setting means:

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

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective or preventative action shall be taken when allegations are verified. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall report the student to the threat assessment team, per the applicable law and Board policy.

Confidentiality of all parties, witnesses, the filing of the complaint, and the investigation shall be handled in accordance with applicable law, regulations, this policy, and shall be consistent with the school district's legal and investigative obligations. The Board prohibits reprisals or retaliation related to good faith reporting of bullying or participation in an investigation of bullying.

Each student shall be responsible for respecting the rights of fellow students, ensuring their rights, and ensuring an atmosphere free from all forms of bullying.

Students and parents/guardians who become aware of an act of bullying are to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying or participating in an investigation into allegations of bullying may be subject to appropriate disciplinary consequences. When a student believes they are being bullied, intimidated or in physical danger, the student should immediately inform the bully that their behavior is unwelcome, offensive, or inappropriate, to the extent possible. The student shall also follow the established complaint procedure.

Complaint Procedure:

1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of their rights and of the complaint process.
2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim.

The school principal or designee shall review complaints of bullying for conduct that may not be proven to be bullying under this policy but merits review and possible action

under other Board policies. Since harassment and bullying are closely related behaviors, if it is determined that, as per Board Policy 103 or 103.2, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 103 or 103.2, as appropriate.

3. The school principal or designee shall summarize the investigation according to school procedures and recommend the disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. Such action may include guidance counseling; counseling/therapy outside of school, change of seating, change of class or schedule; other method for separation of the bully and victim; parental conference; detention; suspension; expulsion; involuntary transfer to another school, class, or bus operated by the school district; loss of school privileges; exclusion from school sponsored activities; or other appropriate forms of disciplinary consequence.

Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

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

Anti-Discrimination & Harassment:

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

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

Weapons (School Board Policy 218.1):

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Replica - a replica is an item that resembles or looks like a weapon, but is not actually a weapon and not capable of inflicting serious bodily injury, e.g., plastic toy knives, guns, and grenades, but which could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe school environment. An item that may appear to be a replica because it is marketed or used as a toy may still qualify as a weapon if it is capable of inflicting serious bodily injury or can be used as a cutting instrument.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to and from school or a school sponsored activity.

Please discuss this policy with your child as well as the definition of weapons. Encourage your child to check with you before bringing any personal items to school.

Student Searches (School Board Policy 226):

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Dress Code:

- Students are expected to wear comfortable clothing appropriate for a school setting. Should a student's attire be considered inappropriate, he/she will be asked to call home to obtain a change of clothes. It is important that your child wear comfortable, safe shoes; flip-flops are discouraged. Other examples of inappropriate clothing include halter-tops, half or bare-backed shirts, and fish-net shirts.
- Styles of dress and appearance, which infringe upon the rights of others and which are not mentioned in these guidelines will be dealt with on an individual basis by the administration.
- Adornments, which are decorations to clothing that are obscene, offensive, or degrading – such as symbols, designs, suggestive language, and references to drugs, alcohol, tobacco and violence may not be worn on school property.
- In addition to the aforementioned criteria, the administration reserves the right to make decisions regarding the decency of student dress.

Bus Information:

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

Rules and Regulations:

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

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

Personal Electronic Devices (School Board Policy 237):

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

Exception: Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so. Nothing in this policy shall affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency. Nothing in this policy shall affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

Loss or Damage to Personal Electronic Devices

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

Penalties for Violations

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

TRANSPORTATION

Bus Transportation:

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

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

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

Parent Drop-Off & Pick-Up Procedures:

AM Parent Drop-Off Procedures:

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

PM Parent Pick-Up Procedures:

K-2 students in parent pick-up:

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

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

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

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

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

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

- First, we have instituted routines to help us control traffic in the event that a child runs out or falls between cars. Slow speeds and attention to movement can help us decrease the chances that children will get hurt. We realize that these routines can be inconvenient for adults and that student tardiness is a concern as well. While arriving in the car line earlier may be inconvenient, doing so, we believe, allows students to arrive on time safely and without disturbing their classmates after class has begun.
- Our second and related concern is that of parking in the front lot to drop off children in the morning. Again, while doing so may be quicker for the adult, safety becomes a concern with the buses and pedestrians who use this lot.

Walkers:

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

Bike Riding

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

OPERATIONS

Acceptable Use of Technology:

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

Saucon Valley Elementary School Responsible Use Agreement

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

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

To be RESPONSIBLE with technology I will...

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

To be RESPECTFUL with technology I will...

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



To be SAFE with technology I will...

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

When I behave this way, I prove that I am a respectful, responsible, and safe digital citizen!

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

Please detach, sign and return to your teacher.

I agree to follow Saucon Valley Elementary School's Responsible Use Agreement. When I behave this way, I prove that I am a respectful, responsible, and safe digital citizen! If I behave outside of this agreement, I may lose the ability to use our technology until I show that I learned from my mistake.

Student Signature _____ Grade _____

Parent/Guardian Signature _____ Date _____

Cafeteria:

Rise and Shine Breakfast Program:

Our school cafeteria will offer breakfast to all elementary school students from 8:40 – 8:50 a.m. (except when there is a 2-hour delay). For additional information please visit the school food service website.

Lunch:

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

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

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

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

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

Please see the school food service website for additional information.

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

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

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

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

Changes To Dismissal Policy:

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

Custody Documents:

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

Disbursement of Party Invitations:

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

Financial Obligations:

Financial obligations of students must be met promptly. Any materials and/or equipment lost, damaged or misused must be paid for by the student(s) responsible. If items are stolen, they must be reported to the Main Office immediately. All school issued library books, musical instruments, textbooks, iPads, iPad accessories, etc., issued to students must be returned at the conclusion of the school year, at which time the items will be checked for damage or misuse.

- Each student who fails to turn in an assigned school issued item will be responsible for replacing it at full value deemed appropriate by the elementary school.
- The student's name will be given to the Main Office to be placed on the Outstanding Debt list.
- Failure to pay for damaged or lost school property may also result in a referral to the district magistrate.

Fire/Emergency Drills:

Fire Drills:

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

- Silence should prevail during the entire drill.
- There should be no running during the drill. Walk briskly without hurrying.
- An **attendance check will be taken** after exiting the building and upon re-entry.

ALICE Drills:

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

Food in the Classroom:

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

Health/School Nurse:

First Aid:

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

Illness:

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

Medication:

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

you have any questions, please contact the school nurse.

Exclusion:

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

Excused from Outdoor Play:

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

Health Screenings:

Hearing

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

Vision

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

Growth

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

Medical Examinations

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

Dental Examinations

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

Inclement Weather/Emergency Closings:

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

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

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

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

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

Insurance:

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

Library:

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

Lost & Found:

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

Parent & Visitor Parking:

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

Pest Control:

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

Personal Property:

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

Physical Education:

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

PowerSchool:

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

School Field Trips:

School-sponsored field trips are an important educational experience. Before planning such a trip, it first must be approved by the administration. Every student must have a "permission slip," signed by his/her parents, and returned to the teacher involved. Students must make their own arrangements to have parents meet them at the school at the end of the field trip if the trip extends beyond the end of the school day. The time the bus is scheduled to return will be specified on the "permission slip." All school rules are in effect for the entire time of the field trip.

Smoking/Tobacco/Vaping Devices:

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

employees, and members of the community. To this end, this information serves as notice that smoking, tobacco, and vaping use and possession are prohibited in school buildings, on school district property, and other areas of jurisdiction 24 hours a day, 7 days a week, 52 weeks a year. School district property includes playgrounds, parking lots, athletic fields, and stadiums. For more information please see School Board Policy 222.

Student ID's:

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

Student Records (School Board Policy 216.3):

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

Textbooks/Ipads:

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

Updating Student Emergency Information:

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

Visitors:

All visitors who enter the elementary school will enter through the designated entrance and speak with office staff. Please have your ID available. Upon entering the ES office visitors will sign in and receive a *Visitor's Badge*. Visitors are to return their badge upon departure. This procedure allows another level of security. The badge allows the staff to readily identify if it is appropriate for an individual to be in the school. In addition, we will stop all visitors who are not wearing badges and redirect them to the office to sign in. For additional information, please reference the School Visitors Board Policy 907.

Volunteer Clearances:

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

Wellness Policy (Healthy Snacks):

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

SAUCON VALLEY SCHOOL DISTRICT BOARD POLICIES

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

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