Saucon Valley School District

Regular Meeting of the Board of Education
August 13, 2024
High School Audion

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

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

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

Agenda

6:30 pm – Executive Session for the purpose of Personnel & Special Education Legal Matter

I. Call to the Order – *Dr. Shamim Pakzad, President, presiding*

II. Pledge of Allegiance

III. Recording of Attendance – *Judith Riegel, Board Secretary*

IV. Motion to Approve Agenda

V. Announcement of Executive Session – Personnel & Special Education Legal Matter

VI. Approval of Minutes – July 23, 2024

VII. Recognition – None

VIII. Presentation – SVSD Communication Plan 2024-2025 - Liam Goldrick, Donovan Group

IX. Superintendent's Report – *Jaime Vlasaty, Superintendent*

X. Courtesy of the Floor to Visitors – Agenda Items Only – *Visitors should state their name and address.*

XI. Presentation of Bills – *David Bonenberger*

A. General Expenditures – $ 1,895,268.49
B. Cafeteria Expenditures – None
C. Health Benefits – None
D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

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

XII. Treasurer's Report – *Donald Carpenter/David Bonenberger*

A. Cash Investment and Bond Activity - None
B. Condensed Board Summary Report - None
C. Budget Transfers – None
D. Middle School Activity Report – None
E. High School Activity Report – May & June 2024

Recommendations for Approval

Treasurer's Report

1. Approve the above Treasurer's Report.

Recommendation: To approve all motions and recommendations listed in the Treasurer's Report.

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

A. Academic & Personnel Committee Summary - August 7, 2024

Student Handbooks

1. Approve the following Student Handbooks:

High School Student Handbook
Middle School Student Handbook
Elementary School Student Handbook

First Reading Policies 709 and 805

2. Approve the first reading of the following policies:

Policy 709 - Building Security
Policy 805 - Emergency Preparedness and Response

Second and Final Reading of Policies

3. Approve the second and final reading of the following Policies

Policy 114 – Gifted Education
Policy 122 – Extracurricular Activities
Policy 123 – Interscholastic Athletics
Policy 123.1 – Concussion Management
Policy 123.2 – Sudden Cardiac Arrest
Policy 143 – Standards for Persistently Dangerous Schools
Policy 144 – Standards for Victims of Violent Crimes
Policy 218 – Student Discipline
Policy 218.2 – Terroristic Threats/Acts
Policy 218.3 - Placement of Students Convicted-Adjudicated of Sexual Assault
Policy 222 – Tobacco and Vaping Products
Policy 222-AR-0 – Tobacco and Vaping Products

Policy 222-AR-1 - Tobacco and Vaping Product Violation Parental Notification
Policy 226 - Searches
Policy 227 - Controlled Substances/Paraphernalia
Policy 227-AR-0 – Controlled Substance Paraphernalia
Policy 233 - Suspension and Expulsion
Policy 237 - Electronic Devices
Policy 309 – Assignment and Transfer
Policy 323 – Tobacco and Vaping Products
Policy 351 – Controlled Substance Abuse
Policy 351-AR-0 – Drug-Free Workplace Notice
Policy 351-AR-1 – Record of Reasonable Suspicion
Policy 409 – Assignment & Transfer
Policy 913.1 AR – Flyers
Policy 916 – Volunteers
Safe to Say Procedures

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

B. Personnel

Items/Projects for Discussion

A. None

Recommendations for Approval

Long-Term Substitutes

1. Approve the following long-term substitutes:

   Kali Steingall as an Elementary Long-Term Substitute at Bachelors, Step 1, $59,182.00, for the 2024-2025 school year.

   Linda Stiansen as an ESL Long-Term Substitute in the Elementary School at Bachelors, Step 1, $59,182.00, for the 2024-2025 school year. Effective upon completion of employment paperwork

Elementary Spanish Immersion Teacher

2. Approve Joseph Schoenly as an Elementary Spanish Immersion Teacher at Masters +30, Step 14, $97,744.00, effective upon completion of employment paperwork and release from current position.

Career Coordinator

2. Approve James Case as Career Coordinator at Bachelors Step 6, $65,833. Start date to be determined upon release.

Administrative Assistant Classification Change

3. Approve the change of classification for Sherry Belskie from AA4 to AA5 at an hourly rate of $20.79 and $1.00 per hour increase effective July 1, 2024.

Mentors

4. Approve the following mentors for the 2024-2025 school year. Salary is per the current professional agreement, which may be prorated if not a full year of mentorship.

Mentor	Inductee
Kellie King	Kali Steingall
Kaitlin Dennington	David Michaylira
Beth Ravier	Joseph Schoenly

Department/Team Leaders/Grade Level Chairs

5. Approve the following department/team leaders/grade level chairs for the 2024-25 school year. The stipend will be $2,500 per position.

High School Department Chairpersons
Robin Heppenheimer – ELA
Cheri Chisesi – Mathematics
Jessica Friday – Social Studies
Kimberly Mertz – Science
Amber Sams – Related Arts
Megan Bath – Special Education

Middle School Department Chairpersons
Lynn Cheddar – ELA- Co-Chair (split stipend)
Lara McCarthy – ELA- Co-Chair (split stipend)
Amanda Holveck – Mathematics
Victoria Gazzana - Social Studies
Amie Geissinger – Science
Phillip Russell - Related Arts - Co-Chair (split stipend)
Meredith Lesney - Related Arts- Co-Chair (split stipend)
Dana Russo - Special Education

Elementary Grade Level/Department Chairpersons
Rebecca Harvey – Kindergarten
Jennifer Davison – Grade 1
Holli Conrad – Grade 2
Paige Histand – Grade 3
Beth Ravier – Grade 4
Kaitlyn Dennington – Special Education Co-Chair (Split Stipend)
Brianne Barona – Special Education (Split Stipend)
Joanna Lemay – Related Arts

District
Katie Fisher – K-12 Guidance
Kassandra Diehl – K-12 Foreign Language
Leah Mickey – K-12 Reading
Megan Kern – K-12 ELD

Professional Staff Resignations

6. Approve the following resignations:

   Jacqueline Febbo, high school teacher, effective August 16, 2024.
   Jessica Cummings, middle school teacher, effective August 8, 2024.

Middle School Administrative Assistant

7. Approve Jessica Rasich as a full-time middle school administrative assistant with an hourly wage of $18.53, AA3, and benefits per the current Administrative Assistants Compensation & Benefits Plan pending completion of employment paperwork.

Addendum to the Educational Support Staff Agreement

8. Approve the attached Addendum to the current Educational Support Staff to add the classification of Registered Behavioral Technician.

Part-time Instructional Paraprofessionals

9. Approve the following individuals as Part-time Instructional Paraprofessionals $20.98 an hour, effective upon completion of employment paperwork:

   Danielle Frain
   Molly Kroboth
   Mason Stewart

Part-time Non-Instructional Paraprofessional

10. Approve Scott Correll as a Part-time Non-Instructional Paraprofessional at $20.18 an hour, effective upon completion of employment paperwork.

Part-time RBT - Instructional Paraprofessional

11. Approve Angela Muzzicato as a Part-time Registered Behavior Technician - Instructional Paraprofessional at $25.00 an hour, effective upon completion of employment paperwork.

Theatre Teams

12. Approve the following individuals on the Theatre Teams:

   High School Theater Team
   Lex Donatelli – High School Director (Fall & Spring) - $6,775
   Vicki Marie Van Hise – Asst. Musical Director - $1,400
   Elizabeth Trostle – Musical Choreographer - $1,900
   Vicki Marie Van Hise – Musical Vocal Director - $1,850
   Jonathan Girton – Musical Set Construction/Design - $2,100

   Middle School Theater Team
   Kendra Schessler – 6-8 Musical Director - $5,250
   Calista Unger - 6-8 Asst. Musical Director - $2,000

Elementary School Theater Team
Kendra Schessler – 3-5 Musical Director - $3,500
Calista Unger - 3-5 Asst. Musical Director - $2,000
Kendra Schessler – K-2 Musical Director - $1,250
Calista Unger - K-2 Asst. Musical Director - $2,000

2024-2025 Substitute Teachers

13. Approve the following additions to the substitute teachers list for the 2024-2025 school year:

Regina Albano Lorraine Grosset Thomas Roney

Family Medical Leave Act

14. Approve Nancy Bohnhorst for a medical leave. She will be going out on August 8, 2024, and will use 10 sick days before enacting FMLA, which will run concurrently with her paid time off. Her return is October 3, 2024, or earlier if released by her physician.

Retirements

15. Approve the retirement of:
Linda Framhein, Full Time K-12 Technology Assist., effective January 3, 2025.
Katherine Jackson – Full Time Paraprofessional – effective August 5, 2024

Support Staff Resignations

16. Approve the resignations of the following individuals:

James Chisesi, Part-Time Paraprofessional - effective July 31, 2024
Annette Kacerik – Part-Time Food Service – effective August 6, 2024

2024-2025 Co-curricular Advisors/Volunteers

17. Approve the following Co-curricular Advisors for the 2024-2025 school year.
Robert Svitilla – Robotics (grades 9-12) - $6.500
Robert Svitilla – Robotics (grades 7/8) - $5,000
Robert Svitilla – Robotics (grades 5/6) - $2,160
Deb Kimball – FCCLA – Volunteer
Benjamin Broadhead - Marching Band Section Tech – Volunteer
Hailey Pudliner - Marching Band Section Tech – Volunteer
Trinity Oakes - Marching Band Section Tech – Volunteer

2024-2025 Fall Athletic Coaches

18. Approve the following 2024-2025 Fall Athletic Coaches:

Amya Rivera-Soto- Head MS Volleyball- $3,000
Ashley Rostkowski- Assist MS Volleyball- $1,000
Lauren Musselman- Assist Varsity Field Hockey- $3,150
Cole Schamber- Asst Varsity Boys Soccer- $1,700
Kris Horton – Asst. Boys Soccer - $1,700
Melissa Parsons – Asst. Varsity Volleyball - $3,200
Leann Markwalter- Cross Country - Volunteer

Educational Sabbatical

19. Approve Ashely Yestrumkus for Educational Sabbatical for the Spring Semester of 2024-2025 school year.

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

C. Facilities

Items/Projects for Discussion

A. None

2024-2025 Bus Routes and Drivers

1. Approve the 2024-2025 bus routes and bus drivers subject to change based on enrollment.

Surplus/Obsolete Items

2. Approve the attached list of Surplus/Obsolete items.

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

D. Finance

Items/Projects for Discussion

A. None

Stipulation of Settlement

1. Authorize Fox Rothschild LLP to enter into an agreement for the property located at 255 Front Street in Hellertown Borough and further identified as tax parcel identification number Q7SW3A 8 13 0715 exempting the property from real estate taxation for tax year 2024 (School District tax year 2024-2025) and for each subsequent tax year until a change in the property pursuant to applicable law.

Mind of an Athlete, LLC Agreement

2. Approval of the proposed agreement with Mind of An Athlete, LLC. and the Saucon Valley School District for athletic programming for the 2024-2025 school year.

Policy 610

3. Approve the change of bid thresholds in Policy 610 per the PA Department of Labor.

2024-2025 Colonial IU #20 Contracts

4. Approve the following contracts with Colonial IU 20:

   Alternate and Regular Education Transportation
   One-on-One Services

Bancroft Agreement

5. Approve the agreement with Bancroft for educational services for student #2808931603 for the 2024-2025 school year.

Credit Change Order

6. Approve the attached credit change order for the HV/AC project.

Bethlehem Area Vocational Technical School

7. Approve the Saucon Valley School District's proposed revision to the BAVTS Articles of Agreement.

Bethlehem Area Vocational Technical School Negotiating Team

8. Motion to appoint a negotiating team consisting of Dr. Shamim Pakzad, Mr. William Broun, and Mr. Donald Carpenter to negotiate the BAVTS agreement between Saucon Valley School District, Bethlehem Area School District, and Northampton Area School District.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*
(Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar*
(Meetings are on the first Tuesday of every month)

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

I. PSBA Representative – *Donald Carpenter*

J. New Business

K. Old Business

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

XV. Announcements

Future Meetings ~

August 27, 2024 – 7 pm – Business Meeting – High School Audion

September 10, 2024 – 7 pm – Business Meeting – High School Audion

XVI. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, July 23, 2024, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Cedric Dettmar, Dr. Laurel Erickson-Parsons, Tracy Magnotta-online, and Dr. Shamim Pakzad, Jay Santos. Judith Riegel, Board Secretary; Mark Fitzgerald, District Solicitor; and Jaime Vlasaty, Superintendent.

I. Call to the Order – 7:13 pm - *Dr. Shamim Pakzad, President, presiding*

II. Pledge of Allegiance

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

IV. Motion to Approve Agenda – Director Dettmar, seconded by Director Erickson-Parsons, moved to approve the agenda, noting that #4 under Finance, which was previously published, was pulled. Vote: 9-yes, 0-no

V. Announcement of Executive Session – BAVTS Agreement, Personnel

VI. Approval of Minutes – Director Conte, seconded by Director Carpenter, moved to approve the minutes of July 9, 2024. Vote: 9-yes, 0-no

VII. Recognition – None

VIII. Presentation – None

IX. Superintendent's Report – *Jaime Vlasaty, Superintendent* – No Report

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

XI. Presentation of Bills – *David Bonenberger*

A. General Expenditures – $784,373.32
B. Cafeteria Expenditures – None
C. Health Benefits – $664,226.46
D. Capital Projects – None

1. Approve the above Presentation of Bills.

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

XII. Treasurer's Report – *Donald Carpenter/David Bonenberger*

A. Cash Investment and Bond Activity
B. Condensed Board Summary Report
C. Budget Transfers – None
D. Middle School Activity Report – None
E. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Erickson-Parsons, moved to approve the Treasurer's Report. Vote: 9-yes, 0-no

XIII. AGENDA ITEMS

A. Education

1. Approve the Dual Enrollment Memorandum of Understanding with Northampton Community College for the 2024-2025 school year.

Director Santos, seconded by Director Dettmar, moved to approve Education Item #1. Vote: 9-yes, 0-no

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

   Policy 805.1 – Relations with Law Enforcement Agencies
   Policy 805.1-AR-0 – Incident Report-Immediate Notification
   Policy 805.1- AR-1 – Incident Report-Discretionary Notification
   Policy 805.1-AR-2– Record of Law Enforcement Officers in School
   Policy 805.2 – School Security Personnel

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

3. Approve the agreement with Center for Applied Linguistics for an ESL and Spanish Immersion program evaluation, at the cost of $62,792, pending review of the Solicitor.

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

B. Personnel

1. Approve Dr. Lensi Nikolov as the Senior Curriculum Specialist for the 2024-2025 schoolyear with a stipend of $20,000.

2. Approve Pamela Dobson for $10,000 stipend for Curriculum Innovation and Advancement for the 2024-2025 school year.

3. Approve the resignation of Sara Fritz, Elementary School Special Education Teacher, effective July 24, 2024.

4. Approve Penny Lauer as High School Administrative Assistant at an hourly wage of $18.53, AA3, with benefits per the current Administrative Assistants Compensation & Benefits Plan, pending completion of employment paperwork.

5. Approve Deborah Yocum as an Administrative Assistant to the Supervisor of Campus Operations at an hourly wage of $19.59, AA4, with benefits per the current Administrative Assistants Compensation & Benefits Plan, pending completion of employment paperwork.

6. Approve David Michaylira as an Elementary School Special Education Teacher at Masters, Step 1, $63,960 with benefits per the current SVEA contract, effective for the beginning of the 2024-2025 school year.

7. Approve the resignation of Stacy Kemmerer, Full-Time Middle School Administrative Assistant.

8. Approve the following Marching Band Instructors for the 2024-2025 school year:

   Kaela Bitting – March Band Director - $7,875
   Stephen Roman – Front Ensemble Instructor - $2,700
   Ken Zimmerman – Drill Instructor - $1,500
   Racheal Noone – Color Guard Instructor - $2,700
   Jason Beck - Percussion Instructor - $2,700

9. Approve the following game workers for the 2024-2025 school year.

Diane Albert	Kristi Curry
Nancy Bohnhorst	Gail Nolf
Alexander Bortz	Mary Omdahl
Cheri Chisesi	Jennie Petrucelli
Jim Chisesi	Kevin Petrucelli
Bob Davis	Jeanne Reilly
Kathleen Dettmar	Chad Saylor
Tom Garofalo	Jennifer Schriffert
Michelle Grida	Trent Seibert
Natisha Jones	Mary Sue Stoy
Rachel Kade	Dave Stuempfle
Henry Kipp	Georgiene Stuempfle
Mary Kipp	Lorraine Torella
Cathy Leibensperger	Greta Torres
Martin Lewis	Rich William
Margaret McGeehan	

10. Approve Mark Goldfeder's transfer from a full-time to part-time bus driver for the start of the 2024-2025 school year.

11. Approve the following list of substitute teachers for the 2024-2025 school year:

Eric Barr	Russell Lande	Deborah Kelahan
David Houck	Nicholas Millets	Ravi Sajnani

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

High School

Jessica Friday – Debate Team - $2,250
Jessica Friday – Model UN - $600
Jessica Friday – Scholastic Scrimmage - $1,250
Jacquelyn Febbo – FBLA - $2,250
Meredith Lesney – iTeam - $600
Mario Marcozzi – National Honor Society - $1,050
Cheri Chisesi – Student Government - $4,085
Lauren Sakasitz – Vocal Music - $4,700
Kaela Bitting - Jazz Band - $2,400
Lisa Allen - Class of 2025 Advisor - $2,100
Brianna Keeney - Class of 2026 Advisor - $2,200
Megan Bath - Class of 2027 Advisor - $1,050
Kevin Rutzler - Class of 2028 Advisor - $1,000

Middle School

Meredith Lesney – iTeam - $800
Lauren Keebler – National Jr. Honor Society - $1,050
Katie Roberts - Student Council - $2,600
Amanda Holveck - Yearbook - $1,900
Lauren Sakasitz - Cameratta - $2,650
Rosemary Butterly- Jazz Band - $2,300
Amanda Brady - Reading Olympics - $1,550
David Jost – Intramural Archery Club - $1,050
Katie Roberts – Intramural Swimming Director 1 - $1,050
David Jost – Intramural Swimming Director 2 - $1,050
Amanda Holveck - Math Club - $1,250
Lauren Sakasitz – Handbells - $1,350

Elementary School

Emily Aragona-Young – Choral Director - $2,600
Lynn Beller – Girls on the Run - $1,500
Cheryl Kittle – Student Council - $2,400

Class III Volunteer Clubs

Chad Shirk - ES Wrestling Club – Volunteer
Katie Roberts – MS Intramural Field Hockey – Volunteer
Rosemary Butterly – TriM Jr. Honor Society (Music) – Volunteer
Rachel Noone – HS Indoor Color Guard – Volunteer
Kaela Bitting – HS Indoor Color Guard – Volunteer
Jason Beck – HS Indoor Percussion Ensemble – Volunteer
Kaela Bitting – HS Indoor Percussion Ensemble – Volunteer
Amber Sams – HS Reading Team – Volunteer
Mario Marcozzi - HS LEO Club -Volunteer
Mario Marcozzi - HS Paranormal Research Club – Volunteer
Mario Marcozzi - HS Morning TV Show – Volunteer
Megan Bath – Big Panthers Little Panthers - Volunteer
Kaitlyn Dennington – Big Panthers Little Panthers - Volunteer
Samantha Faulkner – Big Panthers Little Panthers - Volunteer
Joanna Suriel – Big Panthers Little Panthers – Volunteer

Director Erickson-Parsons, seconded by Director Santos, moved to approve Personnel Items #1-12. Vote: 9-yes, 0-no

C. Facilities

1. Approve the attached list of Surplus/Obsolete items.

Director Carpenter, seconded by Director Erickson-Parsons, moved to approve Facilities Item #1. Vote: 9-yes, 0-no

D. Finance

1. Approve the following contracts with Colonial Intermediate Unit 20 for the 2024-2025 school year:

   Applied Behavior Analytics Services (ABA)
   Child Find Evaluations for Private & Non-Public Schools
   LPN/RN for Field Trips
   One-on-one Services
   Psychiatric Evaluations
   TransPerfect Services
   SBAP Services

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

2. Approve a 3-year lease agreement with Turf Tank at $48,000 ($16,00/year) pending review and approval of the district solicitor.

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

3. Approve the attached contract with Blue Event Center for the 2025 Prom, pending review and approval of the district solicitor.

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

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* - None
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta* - None

F. Northampton Community College – *Susan Baxter* - None

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar* – Director Dettmar reported that we received the Articles of Agreement from Bethlehem Area Vocational-Technical School. We have 60 days to review.

H. **Colonial Intermediate Unit** – *Dr. Shamim Pakzad* - None

I. **PSBA Representative** – *Donald Carpenter* - None

J. **New Business –** Director Santos requested that we investigate what would need to be done and how much it would cost to hire a Curriculum Director.

K. **Old Business** - None

XIV. **Citizens' Inquiries and Comments** – None

XV. **Announcements**

Future Meetings ~

August 13, 2024 – 7 pm – Business Meeting – High School Audion
August 27, 2024 – 7 pm – Business Meeting – High School Audion

XVI. **Motion to Adjourn Meeting**

Board President Pakzad adjourned the meeting. Time: 8:56 pm

ATTEST _____ _____
Secretary President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AHOLD FINANCIAL SERVICES	SUPPLIES - PRINCIPAL K-4		44.00
		AMERICAN AIR FILTER COMPANY	Supplies		4,580.17
		AMPLIFY EDUCATION, INC.	Amplify licenses and PD		4,589.00
		ANDRASEK ANGELINE	SENIOR CITIZENS TAX REBATE		350.00
		BANKS PEARL	SENIOR CITIZENS TAX REBATE		350.00
		BARNES & NOBLE	7th grade ELA Barnes and Nobles		711.25
		BERKELEY INDUSTRIAL SPECIALTIES	Supplies	SUPPLIES - TRANSPORTATION	668.46
		BRUNELL FRANCES M.	SENIOR CITIZENS TAX REBATE		350.00
		BUCKS COUNTY INTERMEDIATE	PROF EDUCATIONAL SVC - IU'S		1,495.00
		CAROLINA BIOLOGICAL SUPPLY CO.	Carolina Biological for AP Biology		1,007.10
		CCIU- CHESTER COUNTY IU	PROFESSIONAL EDU SVC IU 5-12		5,422.95
		COUGHLAN COMPANIES LLC	Subscription to Databases and eBook platform		3,149.00
		CREST/GOOD MFG. CO	Supplies		154.08
		DAVID MOSER	SENIOR CITIZENS TAX REBATE		300.00
		DUDASH LYNDA	SENIOR CITIZENS TAX REBATE		550.00
		EDPUZZLE INC.	EdPuzzle Renewal		5,856.00
		EILEEN RASICH	SENIOR CITIZENS TAX REBATE		350.00
		ELAN FINANCIAL SERVICES	DUES & FEES		10.00
		ELSIE WERKHEISER	SENIOR CITIZENS TAX REBATE		300.00
		ERIC ARMIN INC.	EAI Education		439.20
		FISHER SCIENTIFIC CO LLC	Science Class Supplies	SUPPLIES REGULAR 9-12	266.80
		FLINN SCIENTIFIC CO. INC.	Science Class Supplies	Biology Classroom Supplies	960.11

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		FLORIDA INSTITUTE OF TECHNOLOGY, INC	Catherine Krencs RBT		99.00
		FRANK J. CHAVAR	REPAIRS/MAINTENANCE		275.00
		FRANK LATASSA	SENIOR CITIZENS TAX REBATE		700.00
		GANSSLE ANN	SENIOR CITIZENS TAX REBATE		300.00
		GITTINGS MARY	SENIOR CITIZENS TAX REBATE		350.00
		goBILDA	GOBILDA Robotics supplies		2,210.85
		GOZZARD PAULINE A.	SENIOR CITIZENS TAX REBATE		350.00
		GRABER KAREN A	SENIOR CITIZENS TAX REBATE		300.00
		HARRYN EVELYN A.	SENIOR CITIZENS TAX REBATE		550.00
		HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER		7,932.13
		HILLYARD - DELAWARE VALLEY	SUPPLIES - PLANT OPERATIONS		743.40
		HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	MIF materials		39,003.31
		JILL GAWLIKOWSKI	SENIOR CITIZENS TAX REBATE		550.00
		JOHNSON ANNE I.	SENIOR CITIZENS TAX REBATE		300.00
		JOHNSTON CATHERINE M.	SENIOR CITIZENS TAX REBATE		550.00
		KENSOL AIRWAYS / TOP JOB BLDG	Maintenance Agreement Renewal		1,975.00
		KEYSTONE COLLECTIONS GROUP	TAX COLLECTION NORTH COUNTY		58.71
		KRESSLER ROBERT	SENIOR CITIZENS TAX REBATE		350.00
		KRUGE JAMES	SENIOR CITIZENS TAX REBATE		350.00
		LEVIN LEGAL GROUP	SOLICITOR RETAINER		110.00
		LITERABLY, INC.	Literably software		3,396.60

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		LOGAN KIRIPOSKI INC.	Agreement Renewal		475.00
		LOWER SAUCON TWP P.D.	PRINC OFFICE - SECURITY		566.80
		MACMILLAN HOLDING LLC	curriculum		3,417.86
		MISH EDWARD M.	SENIOR CITIZENS TAX REBATE		350.00
		NASCO	Supplies for Elementary Art Curriculum		291.41
		Nessy Learning Center	Online Teacher and Student Resources		110.00
		NIEMI DOLORES	SENIOR CITIZENS TAX REBATE		300.00
		NORTHWEST AREA SCHOOL DISTRICT	PROF SVCS		2,310.00
		OFFICE BASICS INC.	SUPPLIES		6,017.50
		ORTWEIN TERRY	SENIOR CITIZENS TAX REBATE		300.00
		PARENT INSTITUTE	Digital Building Readers Newsletter for Parents		249.00
		PENN POWER GROUP	Repair/Maintenance Equipment		1,387.99
		PENNSYLVANIA PAPER & SUPPLY, LLC	SUPPLIES		2,251.16
		PERMA BOUND	OF Mice and Men Books-Honors English		559.50
		PITSCO EDUCATION	DUES AND FEES		295.00
		PRO-ED INC	Speech supplies		243.00
		PSNI LLC	SNAP renewal		3,300.00
		R.D. Bitzer Co.	SUPPLIES - PLANT OPERATIONS		660.00
		RAUB ANNA M.	SENIOR CITIZENS TAX REBATE		550.00
		REILY GENE	SENIOR CITIZENS TAX REBATE		300.00
		RENEE HILLMAN	SENIOR CITIZENS TAX REBATE		300.00
		REV ROBOTICS	Robotics supplies		805.57

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		RIGHI LAWRENCE	SENIOR CITIZENS TAX REBATE		300.00
		RILEY DONALD	SENIOR CITIZENS TAX REBATE		300.00
		RODRIGUEZ CANDELARIO	SENIOR CITIZENS TAX REBATE		300.00
		ROTH WILLIAM H.	SENIOR CITIZENS TAX REBATE		300.00
		SAFETY-KLEEN SYSTEMS INC.	Supplies/Repair of Equipment		357.11
		SALISBURY TOWNSHIP SCHOOL DIST	TUITION-OTHER LEAs 5-8		1,941.72
		SAUCON VALLEY CAFETERIA	SUPPLIES - PLANT OPERATIONS		13.16
		SAUCON VALLEY MUSIC CONNECTION	ATHLETICS MEALS / REF		149.00
		SCHOOL NURSE SUPPLY INC.	Nurse supplies ES	MS/HS Nurse supplies	951.77
		SCHOOLPSYCH.COM LLC	PSYCH - EDC SFT & LICS		198.00
		Schrantz Elmer	SENIOR CITIZENS TAX REBATE		300.00
		Schrantz Jayne	SENIOR CITIZENS TAX REBATE		300.00
		SCHULMERICH BELLS	Handbell Repair		1,780.00
		SERVICE ELECTRIC TELEPHONE CO.	TELEPHONE		1,141.52
		SERVICE TIRE TRUCK CENTERS	Supplies		722.00
		SEVERN ROBERTA	SENIOR CITIZENS TAX REBATE		550.00
		SOFKA JOSEPH C	SENIOR CITIZENS TAX REBATE		300.00
		SPEECH CORNER	Speech supplies		868.83
		SPEECH DUDE	Speech supplies		149.00
		ST.LUKE'S HOSPITAL	DRIVER PHYSICALS	D&A SCREENING	335.00
		SUPER DUPER PUBLISHING	Speech supplies		240.65
		TRISTATE HVAC EQUIPMENT	REPAIRS & MAINTENANCE		3,420.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		ULINE	Movable storage for library STEM/STEEL materials		308.40
		UNITED PARCEL SERVICE	SUPPLIES - SPEECH K-4		14.18
		VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	1,532.67
		VIA OF THE LEHIGH VALLEY	SUMMER SCHL - PROF ED SRV OTHER ED - HS		1,500.00
		VISTA HIGHER LEARNING	ELD software		1,286.31
		W.B. MASON INC	SUPPLIES		17,292.00
		WEAVER RONALD E.	SENIOR CITIZENS TAX REBATE		300.00
		WEAVER RUBY	SENIOR CITIZENS TAX REBATE		300.00
		WILLIAM H. SADLIER INC.	VWIE SB Site Lic (100 0r less)		5,945.75
		WILLIE SHELLY	SENIOR CITIZENS TAX REBATE		300.00
		WIMMER MARY ANN	SENIOR CITIZENS TAX REBATE		300.00
		WNUK MEDICAL	CONTRACTED MAINTENANCE		547.00
		WRS GROUP LTD	Supplies for Health Ed. Class	SUPPLIES REGULAR 9-12	660.55
		Yob Edna	SENIOR CITIZENS TAX REBATE		300.00
		ZEIGAFUSE DANIEL	SENIOR CITIZENS TAX REBATE		300.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024
Payment Numbers: 0000001344 - 0000001445
Payment Categories: Regular Checks
Sort: **Payment Number**

10 - GENERAL FUND	**163,201.53**
Grand Total All Funds	**163,201.53**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**163,201.53**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**163,201.53**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES	PROF SERVICES - MS L SUPPORT	8,706.01	# D
		ACTIVE INTERNET TECHNOLOGIES	TECHNOLOGY ADMIN LIC & FEES		15,676.00	D
		AGORA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		6,983.18	D
		ALL PHASE ELECTRIC SUPPLY	Supplies		1,099.00	D
		AMAZON CAPITAL SERVICES	Art Supplies from Amazon	Learning support supplies MS	5,630.84	D
		AMAZON CAPITAL SERVICES, INC.	Learning support supplies ES	Tech Supplies	6,624.70	D
		AMERICAN TIME	Supplies		445.70	D
		AMERICHEM	Supplies		1,343.04	D
		ANGELINE RUCH	SENIOR CITIZENS TAX REBATE		350.00	D
		APPLE INC. c/o APPLE FINANCIAL SERVICES	Macbook Air Repair		467.95	D
		ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,189.90	# D
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	Supplies		10,113.75	D
		ASL REFRIGERATION INC	Existing Building Imp		192,291.30	D
		BACKUPIFY	TECHNOLOGY ADMIN LIC & FEES		400.50	D
		BANCROFT	SPEC ED NON-PUBLIC TUITION		220.00	# D
		BARRY ISETT & ASSOCIATES INC	OTHER LIABILITIES		725.00	# D
		BAVTS	VO-TECH TUITION 9-12		85,311.00	D
		Beverly Hendricks	DUES & FEES	CAFETERIA TRAVEL	153.60	D
		BLOOKET	Blooket LLC		550.00	D
		BLOOMSBURY PUBLISHING INC	ABC-CLIO database subscription		3,077.00	D
		Bokan Janette	SENIOR CITIZENS TAX REBATE		300.00	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		BRIGHT JOAN	SENIOR CITIZENS TAX REBATE		300.00	D
		BRIGHTLY SOFTWARE INC	Software Renewal		4,371.32	D
		BSN SPORTS LLC	SUPPLIES TRACK GIRLS VARSITY	SUPPLIES TRACK BOYS VAR	1,220.24	# D
		BUDDOCK CHARLES J.	SENIOR CITIZENS TAX REBATE		300.00	D
		CAMBIOTTI JEAN	SENIOR CITIZENS TAX REBATE		550.00	D
		CAMPANELLA HELEN M.	SENIOR CITIZENS TAX REBATE		300.00	D
		CAPSTONE ACADEMY	SPEC ED NON-PUBLIC TUITION		9,787.50	D
		CDW-G COMPUTER CENTERS INC.	Projectors and Mounts		2,484.45	D
		CENGAGE LEARNING	curriculum	WebAssign/Calculus	6,407.50	D
		CHARLES AUSTIN	CONF EMPL TRAINING 5-8		44.99	# D
		CHRIN HAULING INC	Trash and Recycling		4,960.00	D
		CINTAS FIRE	Maintenance Agreement Renewal	Uniform Rental	1,069.97	D
		COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		258,918.38	# D
		CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		2,206.51	# D
		CRESSMAN JEANNE L.	SENIOR CITIZENS TAX REBATE		300.00	D
		CYBERSOFT TECHNOLOGIES INC	TECH SUPPORT SERVICES - DISTRICT		3,180.00	D
		CYNTHIA LINTNER	SENIOR CITIZENS TAX REBATE		350.00	D
		DAVIS GLENN	SENIOR CITIZENS TAX REBATE		300.00	D
		DEBORAH MATOSEK	SENIOR CITIZENS TAX REBATE		300.00	D
		DELFOE ELEANORE	SENIOR CITIZENS TAX REBATE		300.00	D
		DELRE DOLORES	SENIOR CITIZENS TAX REBATE		350.00	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		DEMCO INC.	Library supplies		200.56	D
		DICK BLICK ART MATERIALS	Dickblick art supplies	Supplies for Elementary Art Curriculum	2,537.90	D
		DONOVAN GROUP II	OTHER PROF SERV - SUP OFC		3,925.00	D
		DOROTHY GANSSLE	SENIOR CITIZENS TAX REBATE		550.00	D
		E T & T	Software Renewal		6,913.36	D
		EAS WATER COFFEE PAPER	MAINT SUPPLIES - ELEM	MAINT SUPPLIES - MS	257.40	D
		EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		3,620.07	D
		EPLUS TECHNOLOGY INC.	HS Switch		995.38	D
		EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		19,608.87	# D
		EXPLORELEARNING, LLC.	Steirer-subscription renewal		4,795.00	D
		FERENCZY ROBERT	SENIOR CITIZENS TAX REBATE		550.00	D
		FOLLETT CONTENT SOLUTIONS LLC	Follett Renewal		5,037.72	D
		FOX ROTHSCHILD LLP	SOLICITOR RETAINER		12,850.00	# D
		GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES		1,446.15	D
		GETZ VIRGINIA	SENIOR CITIZENS TAX REBATE		350.00	D
		Ginger L Hill	SUPPLIES - PLANT OPERATIONS		19.96	D
		GLENN R. BROWN	ATTEND-OTHER PROF SERV		35.05	D
		GO ROUT	football practice technology		1,048.34	D
		GOPHER	Gym order from Ellis/Sams	PE Supplies	7,608.09	D
		GRACE MIKOLAJCZYK	SENIOR CITIZENS TAX REBATE		350.00	D
		GRAINGER	Supplies		1,286.70	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		HAAS LEONARD	SENIOR CITIZENS TAX REBATE		300.00	D
		HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		1,260.00	D
		HOGAN LEARNING ACADEMY, LLC	SPEC ED NON-PUBLIC TUITION		12,880.00	D
		ILLINGWORTH BARBARA	SENIOR CITIZENS TAX REBATE		300.00	D
		ILLUMINATED INTEGRATION, LLC	OTHER LIABILITIES		15,363.86	D
		INNOVATIVE OUTDOOR PRODUCTS LLC	SUPPLIES - PLANT OPERATIONS		1,024.00	D
		INSIGHT PA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		13,093.27	# D
		INTEGRITEC INC.	Maintenance		479.17	D
		IXL LEARNING, INC	IXL Learning	IXL licenses	25,758.00	D
		J.C. EHRLICH	REPAIRS & MAINTENANCE		576.13	# D
		J.W. PEPPER & SON INC.	General music daily curriculum resource		499.00	D
		JAMF SOFTWARE	JAMF Renewal		31,441.00	D
		JOHNSON CONTROLS FIRE PROTECTION LP	Maintenance Agreement Renewal	Repair/Maintenance Equipment	9,619.98	D
		KACH ROSEMARIE	SENIOR CITIZENS TAX REBATE		300.00	D
		KARDOS GAIL P.	SENIOR CITIZENS TAX REBATE		300.00	D
		KEMMERER ROBERT J.	SENIOR CITIZENS TAX REBATE		300.00	D
		KLUSKA DOROTHY R.	SENIOR CITIZENS TAX REBATE		550.00	D
		LAKESHORE LEARNING MATERIALS	Classroom Supplies		692.14	D
		LAKESIDE EDUCATIONAL NETWORK	SPEC ED - OTHER PROF SERVICE		126.20	# D
		LASKO LINDA	SENIOR CITIZENS TAX REBATE		300.00	D
		LEARNING A-Z	ELD software		313.00	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	52,548.28	D
		LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,316.65	D
		Lex Donatelli	SUPPLIES - ARTS AND THEATRE		339.92	# D
		LEXIA LEARNING SYSTEMS LLC	Lexia		20,148.00	D
		LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	TUITION - NON PUBLIC SPEC ED	TUITION - CHARTER SCHOOLS	12,261.76	# D
		LINDE GAS & EQUIPMENT INC.	Supplies		108.90	D
		LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		2,600.00	D
		LONGO CAROL	SENIOR CITIZENS TAX REBATE		300.00	D
		Luybli Wanda	SENIOR CITIZENS TAX REBATE		300.00	D
		LYNN MERRILL	SENIOR CITIZENS TAX REBATE		300.00	D
		MARIA FRAZIER	SENIOR CITIZENS TAX REBATE		700.00	D
		MC GRAW HILL LLC	SIP materials	Classroom Supplies SIP	3,529.46	D
		MCELYEA BLANCHE	SENIOR CITIZENS TAX REBATE		350.00	D
		MELMARK	SPEC ED - OTHR PROF SVC - HS - COMP ED		44,719.00	D
		MEREDITH LESNEY	CONF EMPL TRAINING 5-8		45.97	# D
		MICROBAC LABORATORIES INC.	Pool Testing		332.64	D
		MIKE HANSSEN	TECHNOLOGY ADMIN LIC & FEES		184.98	D
		MOSTEK SHIRLEY F.	SENIOR CITIZENS TAX REBATE		550.00	D
		MUSEUM OF SCIENCE	YES program supplies		24,360.80	D
		MUSIC & ARTS	Blanket PO for Supplies Band Class		194.95	D
		NASSP	Principal dues		605.00	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		NEARPOD INC.	Nearpod Renewal		32,089.99	D
		NORTH EAST PARTS GROUP LLC	Supplies		2,707.88	D
		NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,043.75	D
		NORTHEAST JANITORIAL SUPPLY	Supplies		4,787.77	D
		OREM GEORGIANA D.	SENIOR CITIZENS TAX REBATE		300.00	D
		OTIS ELEVATOR CO.	REPAIRS & MAINTENANCE		285.00	# D
		PARTS TOWN, LLC	Supplies		357.47	D
		PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	48,513.95	D
		PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL		3,249.63	D
		PETROVICH MARY ANN	SENIOR CITIZENS TAX REBATE		350.00	D
		PITSCO EDUCATION, LLC.	First FTC Registration for Robotics		295.00	D
		PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		37,194.97	D
		PROJECT LEAD THE WAY INC	PLTW Courses for Tech Ed		3,200.00	D
		QUIZIZZ INC.	Quizizz Plan		3,549.60	D
		REDDING JOANNE	SENIOR CITIZENS TAX REBATE		550.00	D
		ROBERT FREY	DUES & FEES	ATHLETICS MEALS / REF	220.52	D
		Roberts Oxygen Co. Inc	Supplies		363.12	D
		SAVVAS LEARNING COMPANY LLC	curriculum -		3,482.85	D
		SCHOOL SPECIALTY, LLC.	FOSS - Spanish for Gr 4		1,650.00	D
		SCHOOLSTATUS LLC	Software		1,890.00	D
		SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	16,275.72	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
		SHONEBERGER JOAN	SENIOR CITIZENS TAX REBATE		300.00	D
		SJ THOMAS COMPANY INC	EXISTING BUILDING IMP		473,451.60	D
		Skibo Thomas	SENIOR CITIZENS TAX REBATE		300.00	D
		Smith William F.	SENIOR CITIZENS TAX REBATE		300.00	D
		STAATS JOYCE R.	SENIOR CITIZENS TAX REBATE		550.00	D
		STEM LAWN CARE	Lawn Maintenance		6,900.00	D
		SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		690.18	D
		TCI	Licenses TCI 7/8	Licenses 5th Grade	806.00	D
		TEACHER'S DISCOVERY	Holveck-7th Grade	Teacher's Discovery 7th grade	608.28	D
		THE ESTATE OF JOHN REICHARD	SENIOR CITIZENS TAX REBATE		300.00	D
		THE SHERWIN WILLIAMS CO.	SUPPLIES - ATHLETICS		218.55	D
		TREBRON SECURITY,LLC	Lightspeed-Securly Pass Renewal		13,732.90	D
		TURF TANK	Equipment Rental		16,000.00	D
		TuWay Communications	Maintenance Agreement Renewal		16,407.50	D
		UGI CORP	NATURAL GAS - PLANT OPERATIONS		67.71	D
		VOYAGER SOPRIS LEARNING	REG INSTR SOFTWARE LIC K-4		2,100.00	D
		WAGNER ROSE MARIE	SENIOR CITIZENS TAX REBATE		300.00	D
		XEROX FINANCIAL SERVICES	LEASE PRINCIPAL EXPENDITURES		11,316.04	D
		YEAKEL ELSIE M.	SENIOR CITIZENS TAX REBATE		350.00	D
		YONNEY JANE	SENIOR CITIZENS TAX REBATE		300.00	D
		ZEP SALES & SERVICE	Supplies		794.04	D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 08/14/2024 - 08/14/2024

Payment Categories: Direct Deposits
Sort: **Payment Number**

10 - GENERAL FUND	**1,732,066.96**
Grand Total All Funds	**1,732,066.96**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**1,732,066.96**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**0.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**1,732,066.96**

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

SAUCON VALLEY HIGH SCHOOL
FINANCIAL REPORTS
MAY 31, 2024
CLUB ACCOUNT FUND

BEGINNING BALANCE	**$**	**63,578.47**
INCOME		**2,739.85**
EXPENSES		**5,362.45**
ENDING BALANCE	**$**	**60,955.87**

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	298.01
BAND	2,017.49
BIG PANTHERS / LITTLE PANTHERS	2,723.61
CALCULUS CLUB	104.43
CHORUS	727.00
CLASS OF 2022	585.01
CLASS OF 2023	44.83
CLASS OF 2024	5,316.40
CLASS OF 2025	822.22
CLASS OF 2026	4,011.85
CLASS OF 2027	2,570.87
COMPETITION CHEERLEADING	1,586.08
DANCE TEAM	2,224.79
DRAMA CLUB	1,142.10
ENVIRONMENTAL CLUB	-
FBLA	6,205.61
FCCLA	926.47
FOREIGN LANGUAGE	538.80
GLOBAL SCHOLARS	174.50
GSA	47.97
NAT'L HONOR SOCIETY	4,107.12
LEO CLUB	773.61
MINI-THON	2,913.20
MODEL UN	321.72
NEWSPAPER	158.75
PAINTBALL	50.55
PHOTOGRAPHY CLUB	537.81
READING TEAM	241.85
ROBOTICS CLUB	8,778.76
RUGBY CLUB	689.68
SADD	136.50
SGA - STUDENT STORE	5,129.39
SKI CLUB	1,132.91
SMASH-VIDEO CLUB	24.08
SPIRIT COUNCIL	98.00
STEM	585.69
UNICEF	429.82
YEARBOOK	2,380.64
INTEREST	397.75
TOTALS	60,955.87

Teresa Casimire
Principal

SAUCON VALLEY HIGH SCHOOL
FINANCIAL REPORTS
JUNE 30, 2024
CLUB ACCOUNT FUND

BEGINNING BALANCE	**$**	**60,955.87**
INCOME		**7,829.73**
EXPENSES		**1,712.74**
ENDING BALANCE	**$**	**67,072.86**

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	300.03
BAND	2,030.18
BIG PANTHERS / LITTLE PANTHERS	2,409.73
CALCULUS CLUB	105.14
CHORUS	731.73
CLASS OF 2022	588.98
CLASS OF 2023	45.13
CLASS OF 2024	6,327.16
CLASS OF 2025	1,690.04
CLASS OF 2026	4,697.55
CLASS OF 2027	3,444.62
CLASS OF 2028	852.75
CLASS OF 2029	609.10
CLASS OF 2030	852.75
CLASS OF 2031	670.03
COMPETITION CHEERLEADING	1,799.88
DANCE TEAM	2,239.94
DRAMA CLUB	1,149.88
ENVIRONMENTAL CLUB	1.38
FBLA	6,088.95
FCCLA	934.27
FOREIGN LANGUAGE	542.47
GLOBAL SCHOLARS	112.51
GSA	48.30
NAT'L HONOR SOCIETY	4,134.86
LEO CLUB	778.86
MINI-THON	2,933.03
MODEL UN	323.91
NEWSPAPER	159.83
PAINTBALL	50.89
PHOTOGRAPHY CLUB	541.47
READING TEAM	13.67
ROBOTICS CLUB	8,850.37
RUGBY CLUB	694.38
SADD	137.43
SGA - STUDENT STORE	5,409.52
SKI CLUB	1,140.62
SMASH-VIDEO CLUB	24.25
SPIRIT COUNCIL	98.67
STEM	589.68
UNICEF	432.75
YEARBOOK	2,486.17
INTEREST	-
TOTALS	67,072.86

Teresa Casimire
Principal

Academic and Personnel Committee – August 7, 2024

The Academic and Personnel Committee of the Saucon Valley School Board met on August 7, 2024, in the District Office Conference Room.

The following items were on the agenda as Discussion & Action:

- Elementary School Student Handbook
- Middle School Student Handbook
- High School Student Handbook

There was a discussion regarding the use of Artificial Intelligence, also making the handbooks consistent with punctuation, numbering, use of bullet points, etc

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

SVES 2024-25 Proposed Student Handbook Changes

District Calendar (page 3):

- Updated to 2024-25 Calendar (page 3)

Attendance (pages 7-8):

- Change from 3 days to 5 days to submit absence notes (page 7)
- Included ParentSquare as option for parents/guardians to submit absence notes (page 7)
- Cumulative Excused Absences changed from 10 days to 20 days per School Board Policy (page 8)

Academics (pages 14-15):

- Added STEM to Encore list of courses (page 14)
- Updated 2024-25 Standardized Testing Dates and removed Science PSSA (page 15)
- Included Acadiance Assessment (page 15)

Student Code of Conduct (pages 21-28):

- Inclusion of Dating Violence in Behavior Matrix as a Level III Behavior (page 21)
- Addition of the term 'Vaping Products' to Possession of Tobacco in Behavior Matrix (page 22)
- Updated Weapons Definition in Possession of a Weapon in Behavior Matrix (page 23)
- Updated Hearing/Right of Appeal: Formal Hearing Section per updated School Board Policy 233 (page 24)
- Updated Bullying and Cyberbullying Section per updated School Board Policy 249 (pages 25-27)
- Updated Weapons Section per updated School Board Policy 218.1 (pages 27-28)

Operations (page 41):

- Inclusion of reference to School Visitors Policy 907 in Visitors section (page 41)

Saucon Valley Elementary School

Student and Parent Handbook

2024-25 School Year



SAUCON VALLEY ELEMENTARY SCHOOL
CONTACT INFORMATION

Main Office – 610-838-7001 ext. 4701

Amy Braxmeier, Principal
Amy.Braxmeier@svpanthers.org

Thomas Halcisak, Assistant Principal
Thomas.Halcisak@svpanthers.org

Lisa Harkins, Elementary School Administrative Assistant to the Principal
Lisa.Harkins@svpanthers.org

Dolores Everhart, Elementary School Administrative Assistant to the Assistant Principal
Dolores.Everhart@svpanthers.org

Guidance Office

Kelly Wehr, Counselor, Students with last name A-L
Kelly.Wehr@svpanthers.org

Jenna Boring, Students with last name M-Z
jenna.boring@svpanthers.org



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
19	20	21	22	23
26	27	28	29	30
2	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

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	

November

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

5th- Teacher Inservice Day
25th-26- Teacher Inservice Day
27th- Teacher Inservice Day (1/2)
25-29 Fall 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
30	31			

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

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

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

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				

April

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		

17th-21st- Spring 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

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

SAUCON VALLEY SCHOOL DISTRICT

	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.**

TABLE OF CONTENTS

Registration & Withdrawl
- Kindergarten Registration
- Grades 1-4 Registration
- Withdrawls/Transfers

Attendance
- Attendance Policy & Procedures
- Returning Absence Excuses
- Unexcused Absences
- Cumulative Absences
- Truancy
- Morning Attendance/Tardies
- Early Dismissal Procedures
- Sent Home By School Nurse
- Homework Requests
- Educational/Family Trip Guidelines

Student Services
- Counseling Services
- SAP

Academics
- School-Wide Title I Program
- Student Success Team
- Multi-Disciplinary Team Evaluation
- Gifted Education Program
- Speech
- Hearing & Vision
- Report Cards
- Encore Schedule
- Homework
- 2024-25 Standardized Testing Information & Dates
- Exemption from Instruction
- Homebound Instruction

Student Code of Conduct
- Discipline Philosophy
- Schoolwide Positive Behavior
- Behavioral Expectations
- Student Discipline Code
- Discipline Levels & Definitions
- Informal Hearings
- Formal Hearings
- Bullying & Cyberbullying
- Anti-Discrimination & Harassment
- Weapons
- Student Searches
- Dress Code
- Bus Information
- Personal Electronic Devices

Transportation
- Bus Transportation
- Parent Drop-Off & Pick-Up
- Walkers

Operations
- Acceptable Use of Technology
- Cafeteria
- Changes to Dismissal Procedures
- Custody Documents
- Disbursement of Party Invitations
- Financial Obligations
- Fire/Emergency Drills
- Food in the Classrooms
- Health/School Nurse
- Inclement Weather/Emergency Closings
- Insurance
- Library
- Lost and Found
- Parent & Visitor Parking
- Pest Control Notification
- Personal Property
- Physical Education
- PowerSchool
- School Field Trips
- Smoking/Tobacco
- Student ID's
- Student Records
- Textbooks/IPad
- Updating Student Emergency Information
- Visitors
- Volunteer Clearances
- Wellness Policy

REGISTRATION & WITHDRAWL

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.

Withdrawls/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/polices_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 Acadiance 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.

<u>Level II (Major)</u>: Description of Behavior:

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

Level II Major Behaviors of Concern	Level II major behaviors of concern will result in Level II consequences. Based on the nature of the infraction, the behavior may rise to a Level III or Level IV infraction.
Cheating	Student copies or shares assessments. A student who engages in copying or sharing an assessment (including projects) will receive a 0 for the assignment and a major referral.
Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Disrespect (Major)	Student directs socially unacceptable words or rude comments or actions (including cursing) toward a staff member or peer.

Disruption (Major)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
Level I Unmodified Misbehavior	Continuation of any Level I misbehavior previously addressed by a teacher or administrator.
Minor Verbal Altercation	Verbal conflict by two or more parties.
Peer to Peer Misconduct	Peer to Peer Misconduct shall mean unwelcome and intentional 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.

<u>Level III (Major)</u>: 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.

<u>Level IV (Major)</u>: 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.

<u>Hearing/Right of Appeal: Informal Hearings:</u>

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 emplovees, 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 _____

*Adapted from the American International School of Bamako's Acceptable Use Procedures

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)

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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Saucon Valley Middle School Student Handbook Changes for 2024-2025

Minor Changes

Minor editorial changes have been made throughout the document without note here. Examples include:

- Formatting changes for clarity and readability
- Corrections to typographical errors
- Updates to Cover Page and Table of Contents
- Re-organization of content
- Re-organization of Grading and Reporting information to be presented in a table
- Reformatting of Remediation and Retake section
- Separation of Athletics and Activities sections
- Lost, Stolen, or Damaged Materials Replacement Costs presented in a table

Substantive Changes

- Added 7th/8th Girls' Volleyball under Athletics Offerings
- Updated Attendance section to reflect updated Policy 204 and Administrative Regs
- Behavior Section reorganized to list Expectations first, with Behavior Matrices second
- Dating Violence added to Major Behavior Matrix in accordance with Board Policy 252
- Language regarding Student Dress Expectations updated to be more inclusive per parent and staff feedback
- Arrival time for students updated to 7:15 a.m. throughout the document
- Minor and Major Discipline Matrices separated with possible responses for each immediately following the respective matrix
- Bullying language updated to reflect changes in Board Policy 249
- Weapons language updated to reflect changes in Board Policy 281.1
- Included School Wide Positive Behavior Support expectation charts or each school environment
- Updated Student Rewards based on staff feedback
- Updated Harassment/Discrimination section to direct audience to applicable board policies

Saucon Valley
School District









2024/25 STUDENT PARENT HANDBOOK

Saucon Valley Middle School

Keep In Touch With Us

610.838.7001

www.svpanthers.org

2085 Polk Valley Road
Hellertown PA 18055

Table of Contents

Student Parent Handbook Overview **2**
- PURPOSE & SCOPE OF THE HANDBOOK 2
- SAUCON VALLEY MIDDLE SCHOOL PHILOSOPHY 2

Contact Information **2**

Academics **3**
- COURSE PATHWAYS 3
- FIELD TRIPS / CHAPERONING / VOLUNTEERING (5-8) 5
- GRADING AND REPORTING 5
- HOMEWORK POLICY 6
- POWERSCHOOL PARENT ACCESS 7
- REMEDIATION AND RETAKE 8
- RETENTION AND SUMMER LEARNING ACADEMY 8

Athletics & Activities **8**
- ACTIVITIES 9
  - DANCES & SOCIALS 9
  - NATIONAL JUNIOR HONORS SOCIETY 9
- ATHLETICS 9
  - ELIGIBILITY STANDARDS 10

Attendance **11**
- ABSENCES 11
- EXCESSIVE ABSENCES 12

Behavioral Expectations **13**
- PA SCHOOL CODE 13
- SCHOOL EXPECTATIONS 13
- ARRIVAL & TRANSPORTATION SAFETY 15
- BEHAVIOR MATRICES | MINOR & MAJOR 18
  - BULLYING 21
  - HARASSMENT/DISCRIMINATION 23
  - SMOKING/TOBACCO/VAPING 23
  - THEFT/VANDALISM 23
  - WEAPONS 23
- DISCIPLINARY ACTIONS 24
- SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION & SUPPORT 25

Daily Routines **30**
- BELL SCHEDULE 30

Student Services **32**
- HEALTH SERVICES 32
- SAFETY REGULATIONS 33

Responsible Use Agreement **36**

Student Parent Handbook Overview

PURPOSE & SCOPE OF THE HANDBOOK

The education of your children depends on a variety of factors. Some of these include the home environment, the student-teacher relationship, and the self-concept of the students. Another important factor in their development is discipline.

In the same way that we are obliged to cooperate with laws and regulations in our everyday lives, so too are students expected to follow the guidelines set forth by the Saucon Valley Middle School Administration and Faculty. These guidelines are outlined in this student parent handbook. It is meant to serve as a resource to our students and families so that expectations are clear and implemented consistently.

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

Dr. Lensi Nikolov, Principal
Mr. Michael Sakelarides, Assistant Principal

SAUCON VALLEY MIDDLE SCHOOL PHILOSOPHY

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

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

We believe the middle school **TEACHER** is a key influence to encourage active student participation, establish high expectations, enable student success, and foster life-long learning. The teacher is most effective when working as an integral member of a small, specialized, and focused **TEAM** of caring professionals.

Contact Information

MIDDLE SCHOOL OFFICE

Main District Number	610-838-7001
Middle School Office	Ext. 3701 or 3702

COUNSELING

Mr. Baldo | Grades 7 & 8	Ext. 3706
Mrs. Hicks | Grades 5 & 6	Ext. 3707
School Nurse	Ext. 3709
Middle School Fax	610-838-8014

Academics

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

We offer many different types of individualized support for students, whether they need additional support to meet academic standards, or they need additional enrichment to extend beyond academic standards.

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

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

LOST, STOLEN AND/0R DAMAGED MATERIALS			
Condition & Book Fines		**Condition & Workbook Fines**	
New	100% Net Cost	**New**	100% Net Cost
Good	80 % of Net Cost	**Fair**	66% of Net Cost
Fair	60% of Net Cost	**Usable**	50% of Net Cost
Poor	40% of Net Cost	**Unusable**	No Charge

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

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

COURSE PATHWAYS

In 7th and 8th grades, we offer students various courses for academic support and academic enrichment. Students whose academic performance data show a need for additional instruction in language arts or mathematics will be enrolled in an additional period of one of those subjects. Students whose academic performance data show strength in core subjects will be enrolled in High Achievement Language Arts, Social Studies, and/or Science.

Every student is enrolled in a math course based on their academic history, assessment data, and long-term goals. Our Middle School Pathways reflect the math course sequence options our students can follow, as well as the criteria used to make student placements in a math pathway.

MATH COURSE PATHWAYS				
Pathway 1	**Pathway 2**	**Pathway 3**	**Pathway 4**	**Pathway 5**
Criteria to enter support at any point: • Below 40th Percentile MAP • Below Basic or Basic PSSA • 69% or below Previous Course Grade	Criteria to enter support at any point: • Between 40th and 80th Percentile MAP • Proficient on PSSA • 70% or higher Previous Course Grade	Criteria to enter Pathway at any point: • MAP 80th-90th Percentile • Prof/Advanced PSSA	Criteria to enter Pathway at any point: • MAP 98th Percentile • Advanced PSSA	Criteria to enter Pathway at any point: • MAP 98th Percentile • Advanced PSSA
Math Intervention	MIF 3	MIF 3/3E	MIF 3E	MIF 3E
Math Intervention	MIF 4	MIF 4/4E	MIF 4E	MIF 4E
PA Core 5 Intervention	PA Core 5	PA Core 5E	PA Core 5/6	PA Core 6/7
PA Core 6 Intervention	PA Core 6	PA Core 6E	PA Core 7/8	Algebra 1
PA Core 7 Math 2	PA Core 7	PA Core 7/8	Algebra 1	Algebra 2
PA Core 8 Math 2	PA Core 8	Algebra 1	Algebra 2	*HS Course(s) (must be taken at High School)

**Refer to the High School Program of Studies for grading, homework, and credit policies for students taking high school courses during middle school.*

Curricular Review / Exemption From Instruction

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

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

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

FIELD TRIPS

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

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

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

It is not our preference to exclude any student from the educational experience that a field trip provides, but it may become necessary to do so to ensure an enjoyable and memorable experience for the majority of the students. If a student is failing or in danger of failing a class, teachers will confer with the principal to decide if a child needs to be excluded. Teachers will notify parents of specific field trips throughout the year.

GRADING AND REPORTING

Students earn letter grades in each course they are enrolled in during their 5th-8th grade years. Teachers collect many pieces of evidence of a student's mastery of state standards in the corresponding subject(s). Course grades will be determined by the weighted student performance on various types of learning products:

Category	High Stakes Assignments & Assessments	Engagement In-class Work	Homework
Percentage of Grade	**70%**	**20%**	**10%**
Learning Product	• Long-term projects/papers • (only where class time is devoted to instruction, demonstration, modeling, and feedback on progress) • Quizzes (may be announced or "pop" quizzes) • Assessments • Performance tasks	• Class discussions • Class participation • Class assignments ○ Notes ○ Graphic organizers ○ Short-answer questions ○ Written responses ○ Multiple choice activities ○ Fill-in-the-blank activities, ○ open-ended responses	• With the exception of specific, long-term projects, no more than 10% of a student's overall grade may be derived from homework. While teachers may review homework during class for correctness, students will not be

Category	High Stakes Assignments & Assessments	Engagement In-class Work	Homework
	• Building/constructing, proposing a solution to a problem • Creating models • Oral presentations	○ Problem-sets ○ Demonstration ○ Labs ○ reflection activities • Technology or game-based activities	penalized for incorrect answers on homework. See the homework policy in this handbook for more details

Grade Scale

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

Percentage Scale	Letter Grade	Grade Points Awarded	Letter Grade Descriptors
97% – 100%	A+	4.33	**Excellent**: Student does superior work; capable of independent work; excellent initiative and leadership; has broad/deep grasp of ideas.
93% - 96%	A-	4.00	
90% - 92%	A-	3.67	
87% - 89%	B+	3.33	**Good:** Student does good quality work; steady, good progress; good initiative; has a good grasp of ideas.
83% - 86%	B-	3.00	
80% - 82%	B-	2.67	
77% - 79%	C+	2.33	**Average:** student does average quality work; steady, but not rapid progress, needs direction and leadership, grasps main ideas but may need refinement.
73% - 76%	C-	2.00	
70% - 72%	C-	1.67	
Below 69%	F-	0	**Not meet standard**: Student does unsatisfactory work; very little or no progress; does not follow directions or grasp main ideas.
–	I	–	**Incomplete:** Some course requirements have not been completed. Upon completion, and approval of the teacher, the appropriate grade may be recorded.

HOMEWORK POLICY

Successful academic growth and achievement is dependent on students' engagement with the content, which may extend beyond the school day. Homework provides students the opportunity to develop important independent study habits, as well as solidify the day's learning through practice

and repetition. We recognize, however, that students and families have many after school obligations, including family and extra-curricular activities. To achieve balance, the following guidelines will be followed by all teachers.

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

Expectations for Daily Homework Limits

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

5th Grade	30 minutes daily
6th Grade	45 minutes daily
7th Grade	45-60 minutes daily
8th Grade	45-60 minutes daily

Honor Roll

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

Honor Roll – GPA 3.20 or higher **High Honor Roll – GPA 3.80 or higher**

Intervention & Enrichment

Students in 5th and 6th grades have a daily period of Intervention & Enrichment. During this time, teachers, specialists, and paraprofessionals work with groups of students on academic goals in core subjects. Our academic teams review student performance data to identify areas for growth or areas for enrichment. Data is reviewed at least quarterly and student groups are adjusted accordingly.

POWERSCHOOL PARENT ACCESS

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

Parents/Guardians access the PowerSchool system by using a user ID and password provided by the school main office for each student. If you have more than one child currently enrolled in the district, each child will receive their own personal and confidential ID and password for you to access their information. To obtain your ID and password, please visit the main office of your child’s school during regular school hours.

REMEDIATION AND RETAKE

Mastery of Standards does not always occur along the same timeline for all learners. Students are to be provided the opportunity to remediate and retake assessments. Students scoring *below 70%* on a quiz, test, or other on-demand assessment, may have an opportunity to relearn the material and retake the assessment.

- When a student scores below 70% on an assessment, he/she ***must*** engage in teacher-directed remediation and schedule a time to retake it.
- Parents/guardians must provide transportation for their child when he/she attends before or after-school remediation.
- Students will have two weeks from the date the failed assessment score was returned to complete the teacher-remediation and retake the assessment.

Parents/guardians are responsible for reviewing their child's grades in PowerSchool. ***Teachers will update grades in PowerSchool on the first and third Friday of each month, at a minimum. Parents should get in the habit of reviewing their child's grades in PowerSchool at the end of each week.*** Students who ***successfully pass*** the second-chance assessment will earn the average of the two grades.

Report Cards

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

RETENTION AND SUMMER LEARNING ACADEMY

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

Athletics & Activities

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

ACTIVITIES

ACTIVITIES BY GRADE	
Cameratta Singers	All grades; Membership by audition/invitation
Co-ed Intramural	All grades ● Archery ● Swimming ● Field Hockey
Competition Cheer	7th/8th grades
Dances/Socials	7th/8th dance; 5th/6th social
Inclusion/Diversity Club	All grades
Jazz Ensemble	7th/8th grades; Membership by audition/invitation

National Jr. Honor Society	8th grade by academic achievement
Reading Olympics	All grades; selection by advisor
Student Council	All grades; elected by student body
iTeam	All grades; selection by advisor
Tri-M (Music Honor Society)	All grades; selection by advisor
Yearbook	All grades; selection by advisor
Math Club	All grades; open enrollment

DANCES & SOCIALS

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

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

Administration may revoke the privilege to attend a social event.

NATIONAL JUNIOR HONORS SOCIETY

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

Student Council

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

ATHLETICS

Registration for all sports will be announced in newsletters and during AM announcements.

ATHLETICS BY GRADE	
Cheerleading	7th/8th grades
Co-ed Soccer	7th/8th grades
Field Hockey	7th/8th girls
Football	7th/8th grades
Wrestling	7th/8th grades
Cross County	7th/8th grades
Basketball	7th/8th grades
Baseball	7th/8th boys
Softball	7th/8th girls
Track	7th/8th grades
Volleyball	7th/8th girls

ELIGIBILITY STANDARDS

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

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

Interscholastic Sports

Participation in Middle School interscholastic sports, team competitions with other schools in the area, requires students to develop skill and team organization and to meet academic eligibility requirements. Students will be academically evaluated every week by teachers.. Requirements for participation in interscholastic sports also include a sports physical examination by a doctor (forms available from the middle school office or the athletic director) and parental consent. If a student has "gone out" for a sport during this school year

and already has a sports physical on file in the Health Room, all that is required is a recertification by declaring a new sport in the Athletic Office prior to the start of the season.

PARENTS ARE REMINDED TO PICK UP THEIR CHILDREN PROMPTLY AT THE END OF ANY AFTER SCHOOL EVENTS.

Attendance

The Every Student Succeeds Acts requires schools to maintain an average yearly attendance rate of at least 90%. In addition, we believe strong attendance is essential for success at school, thus every effort should be made by the student to be here every day that school is in session. Attendance is taken at 7:35 a.m.

ABSENCES

Within five (5) Days of a child's absence the parent/guardian **MUST** submit a written excuse with the child's name, date of absence, reason for absence and parent/guardian signature. This may be turned in to the office or submitted electronically in accordance with School Board Policy 204. Failure to return a note with a valid reason within five (5) days will result in the absence being recorded as an **UNEXCUSED** absence.

Saucon Valley School Board lists what constitutes Excused/Lawful Absences in School Board Policy 204. Non-school sponsored educational tours or trips may only be excused if the following conditions are met:

- The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
- The student's participation has been approved by the Superintendent or designee.
- The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

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

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

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

If an excuse is not returned within five (5) days, a letter will be sent to the parents/guardians informing them that the absence will be recorded as **UNEXCUSED.** Three (3) unexcused absences may result in a citation for truancy.

Early Excusal

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. If a student must be excused early, a note must be presented to the attendance office the morning of the early dismissal. The note should include: (1) the date and time of dismissal; (2) reason; (3) parent's signature. **Parents must sign their child out in the visitor vestibule.**

Early Morning Appointments

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

Tardiness To School

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

Family Trips

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

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

EXCESSIVE ABSENCES

A **maximum** of **twenty (20) days of cumulative lawful absences** verified by parental notification shall be permitted during the school year. All absences beyond twenty (20) cumulative days shall require an excuse from a licensed physician.

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

If a student is habitually truant, the school may:

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

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.

Behavioral Expectations

PA SCHOOL CODE

PA Code CHAPTER 12 - STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.2. Student responsibilities

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

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

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

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

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

SCHOOL EXPECTATIONS

Expectations For Behavior in the Cafeteria

1. Arrive on time through designated areas using quiet voices.
2. Once seated, raise your hand and wait to be permitted by an adult staff member to exit the seat for any reason (i.e., to get a supply).
3. Treat people and property with respect.

4. Take only one trip through the food line.
5. Keep areas clean.
6. Wait to be dismissed by a monitor, placing your chair under the table, leaving quietly through the designated area.
7. No food may be taken out of the cafeteria.

Failure to comply with these rules will result in assignment to restricted lunch, a seating assignment, school service activity, or other disciplinary action.

Expectations For Behavior With Substitutes

Students are expected to give complete cooperation to all substitute teachers. Substitute teachers will be given hard copy referrals to leave for teachers regarding minor infractions. Teachers will follow up with students upon their return with appropriate consequences. Substitutes will submit a referral to administration for any major infraction that will be handled promptly in accordance with the defined major consequences. Lack of cooperation and misbehavior with substitute teachers will be considered a serious offense and will result in strong disciplinary action.

Expectations For Student Dress

Getting an education is one of the most important jobs you will ever have. The way you dress can affect your attitude, performance, and behavior, as well as that of others. Any form of dress, hair style, etc. that attracts undue attention, is unsafe, disrupts school, or detracts from the learning process is NOT acceptable. Good judgment would indicate that certain types of clothing are inappropriate in the school setting.

Examples of inappropriate dress include, but are not limited to:

- See-through clothing, short shorts, excessive exposed skin, soiled clothing, and clothing with inappropriate material or graphics advertising alcoholic beverages, drugs, tobacco, weapons, obscenities, sexual connotations.
- Practical shoes are required to participate in a variety of learning environments (ie: Physical Education, Woodshop, Family & Consumer Science etc.)
- Chain wallets or chains on clothing are not permitted.
- Hats, hoods or bandanas are not to be worn in the building including the cafeteria by any student.
- Students are not to wear any type of gloves during the school day, unless medically necessary. In such instances, a doctor's note needs to be presented to the nurse or administration.

Should a student's choice of dress be deemed inappropriate by faculty and staff, the student will be asked to call home for appropriate dress or use a shirt or jacket to cover, and/or be assigned a disciplinary action. Attention to and cooperation in this matter are greatly appreciated in order to create a learning environment in which all students are able to do their best!

Expectations for Student Lockers

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

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

Students are to keep their coats in their locker until the conclusion of the school day. Students participating in sporting activities are to keep their equipment in the locker until the end of the day, or until they are dismissed for a scheduled event. Students are permitted to go to lockers at team-determined times.

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

The district recognizes that students have a reasonable expectation of privacy. At the same time, **the school district has a responsibility to protect the health, welfare and safety of students, staff and the public** in maintaining discipline in the classroom and on school grounds.

- Students and their personal belongings may be searched by school administrators or their designees when it has determined that a **reasonable suspicion exists that a student is in possession of illegal substances, weapons, or other articles or materials which are prohibited by school district policy, rules, or regulations by law**.
- School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of right.
- The reasonable **expectation of privacy, which students enjoy, does not extend to lockers, desks or vehicles parked or driven on school property.**
- The school district expressly reserves the right to search lockers, desks and vehicles on school property at any time when deemed necessary or reasonable for the protection, health, welfare and safety of students, staff, and the public. This may include random, blanket, periodic sweeping or other similar searches to discover the use of illegal substances, weapons or other prohibited articles or materials.

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

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

Crossing guards are assigned to major intersections to protect students as they walk to and from school. Students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 7:15 AM to ensure proper supervision. All students who walk to school should enter the main lobby and report to designated areas.

ARRIVAL & TRANSPORTATION SAFETY

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

First, instituted routines help us to 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.

Bus/Transportation Expectations

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

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

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

Transportation Discipline Plan

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

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

Rules And Regulations:

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

7. The Saucon Valley School District is a smoke-free district. Accordingly, the possession and/or use of tobacco products are strictly prohibited. A fine may be imposed in accordance with Pennsylvania State Act 145.
8. Stay in your seat at all times except when loading and unloading. Keep head, hands, feet and articles inside the bus and to yourself.
9. Maintain proper bus stop conduct and enter and exit the bus in an orderly manner so as to protect the health, safety and welfare of yourself and others. Inappropriate bus stop behavior includes, but is not limited to, horseplay; swearing and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.

Consequences

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

Severe Disciplinary Problems

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

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

Verbal Warning

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

First Violation

When a student does not follow the bus rules or the direction of the bus driver, the bus driver may assign the student to a specific seat, and a bus conduct report form will be filed with the building administrator for his/her disposition. Notification of this incident via mail, telephone or conference will be communicated to the student's parent or guardian. The Administrator at his/her discretion may impose disciplinary measures such as detention, or loss of bus riding privileges.

Second Violation

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

Subsequent Violations

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

Video Cameras

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

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

BEHAVIOR MATRICES | MINOR & MAJOR

Minor Behaviors of Concern

Defiance	Student engages in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect	Socially unacceptable words or actions (but not cursing) directed toward staff member or peers (to include mumbling remarks under student's breath)
Disruption	Words or behavior that cause interference with normal classroom or school routine, any disruption to the learning of others or delivery of content
Dress Code Violation (Minor)	Student refuses to fix dress code violation as defined by the school handbook when offered teacher correction
Inappropriate Language	Low intensity instance of inappropriate language such as socially unacceptable words (but not curses), weapon talk without malicious intent, phrases with sexual connotation but not directed at someone specific
Physical Contact Physical Aggression	Non-serious but inappropriate physical contact including, but not limited to horseplay/public displays of affection, not resulting in injury
Property Misuse	Low intensity misuse of property, careless handling not resulting in damage
Tardy	Arrival to any assigned place late without permission
Technology Violation	Student engages in non-serious, but inappropriate or non-teacher directed use/viewing of electronic devices
Cheating	On minor assignments: copying another's work (in any form), giving your work (in any form) to others to copy
Unprepared	Failure to complete in an accurate, neat, and prescribed manner, any assignment or to bring necessary materials to class, iPad not minimally charged
Loitering	The unauthorized use of an area (halls, auditorium, cafeteria, or prolonged stays in the lavatory).

Lying	Student delivers message that is untrue and/or deliberately violates rules
Other	Any minor behaviors that do not fall in the above categories

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

Personal Electronic Devices
All cellular telephones or other NON SCHOOL DISTRICT ISSUED electronic devices carried by students must be deactivated and stored in the students' locker during the regular school day. **Students are prohibited from using cell phones/electronic devices, to include receiving or sending voice or text messages, operating a camera feature, operating an audio or video recording feature, as well as activating any other type of communication device functions except in unique circumstances with prior approval from an administrator during the school day (7:15 a.m. till 2:25 p.m.), including lunch.** The school district assumes no responsibility for lost or stolen cellular telephones, tablets, smart watches, gaming devices, communication devices, or other electronic devices.

If a student is found with his/her personal electronic device during the school day, the student will be required to turn it into the office. The first time your child's electronic device is confiscated he/she will be able to pick it up in the main office at the end of day and may receive a detention. If your child's personal electronic device is confiscated a second time a parent will be required to pick up the phone in the main office. If your child's cell phone is confiscated a third time your child may receive disciplinary consequences and a parent will be required to pick up the phone in the main office. If your child repeatedly refuses to follow this rule, he/she will be required to hand in the electronic device to the office DAILY and it will be returned to them at the end of the school day.

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

- Write-up for minor infraction in SWIS
- Verbal warning and redirection
- Parent contact/conference
- Verbal warning
- Problem Solving Reflection & Conference
- Teacher assigned detention
- School/community service

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the Discipline Code. Each subsequent behavior of concern will result in increasingly restrictive disciplinary consequences. Final disciplinary decision is at the direction of the Administrators.

Major Behaviors of Concern

Abusive Language Inappropriate Language Profanity	A belligerent and/or abusive act or statement directed at any adult or student. It is an aggressive, insulting, profane, or disruptive verbal threat or abuse.
Arson	Student plans and/or participates in malicious burning of any item on school property
Threats (Bomb/Weapon) Threat (False-Alarm Fire)	Student issuing a message of possible explosive materials being on-campus, near campus, and/or pending explosion; pulls fire alarm without cause
Bullying	Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in the school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school.
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 refer to Dating Violence Policy (Board Policy 252) for additional information.
Defiance	After redirection, the student repeatedly refuses to follow directions or talks back.
Disrespect	Socially unacceptable words or actions (including cursing) directed toward staff member or peers, rude or dismissive comments
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery Theft Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student had signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. As well as, retaliation for having reported the harassment or discrimination.
Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location Eloping Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Cheating	On major assignments: copying another's work (in any form), giving your work (in any form) to others to copy
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Property Damage Vandalism	Student participates in an activity that results in destruction or disfigurement of property
Cutting Class	Student leaves or misses class without permission. (discussion about remediation TBD)
Technology Violation	Student engages in inappropriate/illegal content use/viewing of electronic devices
Use or Possession of Drugs and/or Alcohol	Possession of substances prohibited by federal and state law, look-alike drugs, alcohol.
Use or Possession of Tobacco Products/Vaping Devices	A student lighting a cigarette, in possession of a lit cigarette, matches or lighter, disposing of a lit cigarette, and/or in the process of exhaling smoke (refer to Saucon Valley School District Drug and Alcohol Guidelines), vaping products or use prohibited
Use or Possession of Weapons or Combustibles	Possession of unauthorized weapons or look-alike weapons, on school property with malicious intent or possession of fireworks, which would result in endangerment
Major Non-compliance	Student does not comply with assigned disciplinary consequences (i.e., skipping detention).

Disciplinary Responses

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

- Loss of privileges (I.e., social rewards, dances, extracurricular participation, district event attendance)
- Referral to Student Assistance Program
- Administrative detention
- Restitution
- School/community service
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement
- Parent hearing
- Payment for vandalized property
- Expulsion

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the Discipline Code. Each subsequent behavior of concern will result in increasingly restrictive disciplinary consequences. Final disciplinary decision is at the direction of the Administrators.

BULLYING/CYBERBULLYING

Please refer to School Board Policy #249.

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

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

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

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

Cyberbullying means willful harm inflicted through the use of computers, cell phones, and other electronic devices, including, but not limited to, the use of generative artificial intelligence.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, sanctioned by the school, or on the internet when the district's hardware or network is used to access the internet for such activity.

Complaint Procedure

1. A student, who is directly involved or who observes bullying as a bystander, shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process.
2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 248.
3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. Such action may include:
    - Guidance counseling
    - Change of seating
    - Change of class or schedule
    - Other methods for separation of the bully and victim
    - Parental conference
    - Detention
    - Suspension and/or expulsion
    - Involuntary transfer to another class, bus, or school operated by the school district
    - Other appropriate forms of disciplinary consequence.

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

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

HARASSMENT/DISCRIMINATION

It is the policy of the Saucon Valley School District to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, handicap, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any harassment and discrimination. School administration will comply with School Board Policies 103, 104, 249-AR-1, and 252-AR-1.

SMOKING/TOBACCO/VAPING

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

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

Act 145 of the Pennsylvania Crimes Code-Section 6306.1. All applicable Authority, Delegation of Responsibility, and Enforcement are referenced by Saucon Valley School District policy #222, Smoking/Tobacco Use. Please be advised that the Saucon Valley School District intends to strictly enforce its smoke-free policy via the afore-mentioned laws, rules, regulations, and policies. **Possession of any look-a-like tobacco product/substance is not permitted on school grounds and is also subject to disciplinary action.**

THEFT/VANDALISM

In the case of theft/vandalism of a student's personal property, they should immediately report the incident to a staff member who will then inform the administration. Every effort will be made by the middle school staff to investigate the theft or vandalism of all reported items. Stolen or vandalized items valued at $50.00 or more will be reported to the Lower Saucon Police Department.

WEAPONS

Definition

Weapon - include, but are not 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. Any object used to inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

Replica - an item that resembles or looks like a weapon, but is not actually a weapon and not capable of inflicting serious bodily injury. 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.

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

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

DISCIPLINARY ACTIONS DEFINED

A. Detention

a. The principal, assistant principal, as well as the teachers have the authority to assign a student detention during lunch, recess, or after school.
b. Pupils and parents will be notified at least one day in advance of any afterschool detention.
c. A notice will be sent home by the issuing staff member concerning the detention with the student. Parent(s)/Guardian(s) will be notified of the detention by email
d. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. Excusal from the detention may be granted for legitimate cause only if the request is presented prior to the scheduled time of detention.
e. Students may be required to accomplish a behavioral learning task, complete classwork, or sit quietly.

B. School/Community Service

a. The principal and assistant principal have the authority to assign a student school/community service during lunch, recess, or after school.
b. Pupils and parents will be notified at least one day in advance of the community service assignment via email and/or phone call.
c. If a student is absent on the day of an assigned community service activity, it will be served on the first day of a student's return to school.
d. Community service activities will be commensurate with the problem behavior (i.e., sweeping the cafeteria floor for throwing food in the cafeteria, painting or repairing vandalized property, etc.).
e. Students may be required to miss any athletic or extracurricular activity when detention is assigned.

C. In-School Suspension (ISS)

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

D. Out of School Suspension (OSS)

a. Temporary suspension means exclusion from the school for a period of 1 to 3 days by the principal or assistant principal after the student has been informed of the reason for the suspension and has been given the opportunity to respond, in accordance with the policies of the Board of School Directors.
b. *Full suspension means exclusion from school for a period of up to, and including, 10 school days. An informal hearing involving the principal or assistant principal, the student, and the parents will be held within the first 5 days of suspension if requested by the parents, in accordance with the policies established by the Board of School Directors.

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

E. Social Probation

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

F. Recommended Expulsion

a. The school principal may request the Superintendent to recommend to the School Board of Directors a hearing for the purpose of excluding a student from school for a period exceeding ten (10) school days. The student shall be given a full due process hearing in accordance with the law before the Board or a duly appointed committee of the Board.
b. The parents or (guardians) and student will receive written notice of the rules violated, the intention to seek expulsion and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
c. The parent/guardian and student will be informed of the right to legal counsel or other adult representation.
d. The student will be afforded the opportunity to present witnesses and evidence in their behalf and to cross-examine opposing witnesses.
e. The proceedings of the hearing will be duly recorded.
f.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION & SUPPORT

What is School Wide PBIS?

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

Saucon Valley Middle School has four behavioral expectations, **R**espect, **O**wnership, **A**cceptance, and **R**esponsibility, which spell out the acronym **ROAR**.

School Wide Behavior Matrix

The behavioral expectations of **R**espect, **O**wnership, **A**cceptance, and **R**esponsibility can be demonstrated across various locations or settings throughout Saucon Valley Middle School. The matrices below outline the specific behaviors based on each setting.

Classroom

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Classroom**	• Use A Quiet, Raised Hand • Use Appropriate Voice, Tone, And Volume • Actively Listen • Enter And Exit Rooms Quietly • Maintain Personal Space • Respect Yourself	• Bring Needed Materials • Do Your Best Work • Stay In Assigned Area • Take Ownership Of Your Actions • Stick-with-it-ness / Perseverance • Be Honest	• Value/Respect Others' Points Of View • Value And Respect Differences • Use Encouraging Comments • Keep An Open Mind	• Actively Participate • Stay On Task • Be On Time • Follow Directions • Ask For Help • Use Materials Appropriately

Bathroom

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Bathroom**	• Keep Walls Clean and Clear • Use Appropriate Voice, Tone, And Volume • Use Materials Appropriately • Maintain Personal Space	• Clean up Your Mess • Wash Your Hands • Technology Free Zone	• Value/Respect the Privacy of Others	• Flush Toilet • Keep Water in the Sink • Return Promptly, Ready to Learn • Sign in/out to Use Bathroom • Report Issues to an Adult

Hallway/Stairway

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Hallway Stairway**	• Use Appropriate Tone and Volume • Walk • Maintain Personal Space	• Keep Halls Clean and Clear • Apologize if you Bump into Someone	• Value/Respect Others Points of View • Value and Respect Differences • Positive Communication with Others	• Turn-in Found Items • Be on Time • Walk on the Right Side of the Hallway • Report Issues to an Adult

Bus & Bus Platform

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Bus & Platform**	• Respect and Appreciate the Driver • Use Appropriate Tone and Volume • Use Kind Words • Walk in Bus Loop • Maintain Personal Space	• Keep Food and Drink in your Backpack • Keep Hands and Objects Inside the Bus	• Value/Respect Others Points of View • Value and Respect Differences • Positive Communication/Interactions with Others	• Be Honest • Follow Directions • Sit in Your Seat and Face Forward • Keep Aisles Clear • Report Issues to Adults

Cafeteria

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Cafeteria**	• Use Appropriate Tone and Volume • Walking Feet with Eyes Forward • Wait Your Turn • Maintain Personal Space • Say Please and Thank You • Follow Directions	• Throw Away Trash • Pick Up Dropped Items • Eat Your Own Food and Drink	• Value/Respect Others Points of View • Value and Respect Differences • Positive Communication/Interactions with Others	• Stay Seated at Assigned Table • Report Issues to Adults • Maintain Personal Space and Belongings

Assembly & Group Settings

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Assembly & Group Settings**	• Be Attentive to Presentation • Use Appropriate Voice, Tone and Volume • Appropriate Applause/Acknowledgement • Maintain Personal Space	• Learn Something from the Assembly • Exercise Appropriate Self-control	• Value/Respect Others Points of View • Value and Respect Differences • Keep and Open Mind	• Remain Seated until Dismissed • Support and Encourage all Participants • Participate Appropriately if Requested by the Presenter • Enter/Leave in an Orderly Fashion

Lockers

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Lockers**	• Open and Close Locker Quietly • Keep Locker Neat and Clean • Use Appropriate Voice, Tone, and Volume • Maintain Personal Space	• Give Neighbors Room to Use their Lockers • Take any Items/Food Home with You	• Value/Respect Others Points of View	• Decorate Locker with Appropriate and Removable Decorations • Be the Only Person that Uses/Stores Items in Your Locker

Emergency Procedures

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting **Emergency Procedures**	• Use Appropriate Voice, Tone, and Volume • Maintain Personal Space	• Remain Quiet At All Times • Help Other that Need Assistance	• Value/Respect Others Points of View	• Follow Instructions • Take Every Incident Seriously • Move in an Orderly Fashion

		• Use Good Judgment		• Stay in Assigned Areas

Technology Usage

Expectations	Respect	Ownership	Acceptance	Responsibility
Setting	• Keep Devices Clean, Charged and Free from Damage • Treat All Technology with Care	• Use Only Your Assigned Device • Report Misplaced or Damaged Devices • Carry Device in School Issued Case • Use Devices for School Related Learning	• Value/Respect Others Points of View • Positive Communication and Interactions with Others	• Use Appropriate Language When Posting • Report Any Concerning Content or Interactions
Technology Usage				

System for Acknowledging Positive Behavior

At the individual level, Saucon Valley Middle School teachers and staff acknowledge appropriate student behavior throughout the building by providing positive, specific, verbal praise and/or a reward (see below).

Adult behavior when providing acknowledgement is:

- Positive
- Specific
- Clear
- Provided immediately
- Staff initiated
- Focused on improvement

The continuum of strategies to acknowledge behavior looks like:

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

Quarterly Rewards

At the school level, Saucon Valley Middle School administration, teachers and staff acknowledge appropriate student behavior throughout the building by providing positive, specific, quarterly rewards for sustained effort.

Expectation	**R**espect	**O**wnership	**A**ccountability	**R**esponsibility
Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Incentive	No major discipline referrals for the quarter	No major discipline referrals for the second quarter and Complete 80% of classwork/ homework on time	No major discipline referrals for the third quarter and Complete 90% of classwork/ homework on time	No discipline referrals for the fourth quarter and Complete 90% of classwork/ homework on time
Rewards May Include	Outdoor Picnic and Extended Recess Organized by Grade Level Teachers	Social Reward during Related Arts (dancing, dodge ball, basketball, other activities)	Minute to Win It in the Gym Organized by Grade Level Teachers	Water Balloon Fight outside during Related Arts

Grade Level Rewards

Grade level staff members may recognize and reward students for meeting/exceeding behavior expectations at school and school functions. Grade level teachers may develop specific rewards to recognize students (i.e., Most Improved, Best Effort, etc.)

Individual Ongoing Rewards

All staff members may recognize and reward students for meeting/exceeding behavior expectations at school and school functions. Teachers may develop class-specific rewards if they choose (i.e., homework passes; free times, extra recess; games. Students will be surveyed at the beginning of the school year to have input on the types of rewards they would like.

System for Correcting Behavior

Adult behavior when providing correction is: calm, consistent, brief, immediate and respectful. Staff will follow this continuum when providing correction for misbehavior:

Correction Technique	Words/Actions Adults Can Use
Prompt	Provide a verbal and/or visual cue.
Redirect	Restate the appropriate behavior in the matrix.
Reteach	State and demonstrate (reteach) the appropriate behavior from the behavioral matrix.
Provide Choice	Give a choice to accomplish the task in another location. Use alternate supplies to complete the task. Provide/complete another activity that accomplishes the same instructional objective.
Problem Solving	Describe the problem behavior and discuss replacement (alternative) behaviors. Talk about why the replacement behaviors are more appropriate and then practice the appropriate behavior.

Specific Student Problem Solving Procedures:

1. Provide feedback to a student one-on-one using a calm voice tone and volume.

2. Describe the problem behavior.
3. Describe the appropriate replacement behavior (what should the student do instead of the inappropriate behavior).
4. Tell the student why the replacement behavior is more appropriate.
5. Practice (the student can role play, tell, write and/or show replacement behavior)
6. Provide clear feedback after practice and restate the replacement behavior once more

Daily Routines

Daily Announcements

Announcements will be made daily during the homeroom period. Students wishing to have an announcement made must obtain a teacher's signature and consult with the Student Council Advisor.

BELL SCHEDULE

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

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

GRADE 7			Minutes
Homeroom	7:30	7:35	5
Period 1	7:35	8:35	60
Per 2 | Related Arts	8:38	9:38	60
Period 3	9:41	10:41	60
Lunch	10:41	11:12	31
Period 4	11:14	12:14	60
Period 5	12:16	1:16	60
Period 6	1:19	2:25	66

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

Disbursement Of Party Invitations

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

Emergency School Closing

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

Fire Drills/Lock Down

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

Lost and Found

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

Parent-Teacher Group (PTG)

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

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

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

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

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

Student Services

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

HEALTH SERVICES

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

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

Growth Screening

Growth screening is performed annually for children Kindergarten through 12th grade. The growth exam is the measurement of the student's height and weight. The school nurse will use these measurements and compute the BMI (body mass index) and parents will be notified of the results.

Medications

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

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

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

Student Assistance Program (SAP)

When there is a concern for the physical and/or emotional well-being of a student, parents, teachers, peers, counselors or administrators may make a referral to the SAP team. SAP is designed as a resource for parents, staff and students to provide interventions and assistance. This includes students who may be experiencing barriers to learning or academic or social challenges. Once identified, 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.

SAFETY REGULATIONS

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

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

Arrival Expectations
When arriving at school, students are to:

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

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

Backpack/Gym Bag Expectations
During the school day all book bags and gym bags are to remain in student lockers except during gym classes. See Lockers for more information.

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

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

Working papers are obtained in the Middle School Office. The principal has the right to deny or revoke student working papers if he/she is in poor academic standing. Once the middle school principal approves, the working papers will be sent to the High School for issuance. Applicants for working papers must present proof of age (birth certificate, baptismal certificate), be accompanied by a parent or guardian, and have the promise of a job before application is completed.

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

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

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

Visitors

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

Volunteers

Volunteers in the school shall follow the guidelines set forth in School Board Policy 916 (obtaining and reporting required clearances, district expectations for volunteers, etc).

Withdrawals

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

Responsible Use Agreement

Saucon Valley Middle School
2024/2025 Responsible Use Agreement

Statement of Purpose

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

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

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

To Be Respectful...

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

To Take Ownership...

- I agree not to share my passwords, except with my teacher or parent/guardian
- I agree to adhere to copyright laws.
- I agree not to provide my completed work to another student/ I agree not to submit someone else's work as my own.

To Be Accepting...

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

To be Responsible...

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

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

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

GOALS

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

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

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

Saucon Valley High School Student Handbook Changes for 2024-2025

Minor Changes

Minor editorial changes have been made throughout the document without note here. Examples include:

- Updates to directory names (due to name changes, resignations, and hiring);
- Corrections of typographical errors and references to board policies

Substantive Changes

Academics

- Updated current resources for students with Check and Connect program
  - Rationale: For clarity in resources provided.

Attendance

- Updated with current Board policy
  - Rationale: Due to changes in Board policy

Discipline Policy

- Morning detention was included
  - Rationale: To address additional options for students for detention.

- Ipads are not permitted when student is serving in-school suspension
  - Rationale: To reflect current practice to decrease student distraction.

- Students are not permitted to take food out of the cafeteria
  - Rationale: To eliminate food left in halls and classrooms after lunch.

- Dating Violence description has been added to the behavior matrix.
  - Rationale: To reflect Board policy.

- Descriptions of Bullying/Cyberbullying, Anti-Discrimination/Harassment, Smoking/Tobacco/Vaping, Theft Vandalism, and Weapons were added to the handbook.
  - Rationale: To reflect updated Board policies

- Personal Electronic Devices have been updated.
    - Rationale: To reflect updated Board policy

- Academic Integrity and Cheating has been added.
    - Rationale: To address district expectations.

Student Searches

- Updated procedures to ensure two staff members will be in the presence of a student search which will include one administrator.
    - Rationale: Reflects current practice

Dress Code

- Changes made to align to the current philosophy. Removed information regarding wearing hats, caps, etc.
    - Rationale: To reflect current practices

Operations

- Automobile Policy has been updated. Removed "all outstanding debts are paid off prior to insurance of parking tag" and "excessive unexcused absences and/or tardiness to school".
    - Rationale: To reflect current practices

Cafeteria

- Expectations have been updated. Removed "use the book storage shelves outside the cafeteria to deposit belongings before entering the cafeteria"
    - Rationale: Students do not carry book bags at this time. This change was to reflect current practice.

Library

- Library hours will be from 7:15 am - 2:30 pm for students.
    - Rationale: Update the accurate times in which students can utilize the library on a daily basis.

Lockers

- Students are not permitted to share lockers with any other student.
    - Rationale: To reflect current expectations.

Working Papers

- Working permits may be revoked if a student is not making academic progress
    - Rationale: To address current state law.

Saucon Valley
School District







2024/25 STUDENT PARENT HANDBOOK

Saucon Valley High School

Keep In Touch With Us

610.838.7001

www.svpanthers.org

2100 Polk Valley Road
Hellertown PA 18055

SAUCON VALLEY HIGH SCHOOL CONTACT INFORMATION

Main Office – 610-838-7001 ext. 2710

Teresa Casimire, Principal
Teresa.Casimire@svpanthers.org

Julie Davis, Asst. Principal
Julie.Davis@svpanthers.org

Margaret McGeehan, High School Administrative Assistant to the Principal
Margaret.McGeehan@svpanthers.org

Penny Lauer, High School Administrative Assistant to the Assistant Principal
Penny.Lauer@svpanthers.org

Guidance Office – 610-838-7001 ext. 2720

Rachel Alderfer, Counselor, Students with last name A-L
Rachel.Alderfer@svpanthers.org

Joanna Suriel, Counselor, Students with last name M-Z
Joanna.Suriel@svpanthers.org

Katie Fisher, Counselor, Career and Collegiate Counselor
Kathryn.Fisher@svpanthers.org

Attendance Office – 610-838-7001 ext. 2711
hs-attendance@svpanthers.org

ASSISTANT DIRECTOR OF STUDENT RELATIONS & ATHLETICS

Amy Virden, Amy.Virden@svpanthers.org

High School Administrative Assistant to the Athletic Director

Nancy Bohnhorst, Nancy.Bohnhorst@svpanthers.org

Saucon Valley School District

School Calendar 2024-25

Approved 2/27/24

August/September

M	T	W	T	F
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
2	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

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	

November

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

5th- Teacher Inservice Day
25th-26- Teacher Inservice Day
27th- Teacher Inservice Day (1/2)
25-29 Fall 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
30	31			

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

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

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

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				

April

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		

17th-21st- Spring 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

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

SAUCON VALLEY SCHOOL DISTRICT

	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

SVHS BELL SCHEDULE

2024 - 2025 High School Bell Schedule - Regular Day					
LUNCH 4 SCHEDULE		**LUNCH 6 SCHEDULE**		**LUNCH 8 SCHEDULE**	
HR	7:30-7:35	HR	7:30-7:35	HR	7:30-7:35
Period 1	7:35-8:35	Period 1	7:35-8:35	Period 1	7:35-8:35
Period 2	8:38-9:38	Period 2	8:38-9:38	Period 2	8:38-9:38
Period 3	9:41-10:41	Period 3	9:41-10:41	Period 3	9:41-10:41
Lunch 4	10:41-11:13	Period 4/5	10:44-11:44	Period 4/5	10:44-11:44
Period 5/6	11:13-12:13	Lunch 6	11:44-12:16	Period 6/7	11:47-12:47
Period 7/8	12:16-1:16	Period 7/8	12:16-1:16	Lunch 8	12:47-1:19
Period 9	1:19-2:19	Period 9	1:19-2:19	Period 9	1:19-2:19



TABLE OF CONTENTS

Academics

- Graduation Requirements
- Course Requirements
- Grading System
- Progress Reports
- Honor Roll
- Class Rank
- Honors Graduates
- Course Advancement
- Credit Recovery
- Students Repeating a Course
- Summer School
- Independent Study
- Dual Enrollment
- Request to Graduate Early
- Course Scheduling Procedures
- Schedule Change Process
- Final Exams
- Exemption from Instruction
- Remediation
- Homework Requests/Makeups
- NCAA Eligibility
- BAVTS
- 2024-25 Standardized Testing Dates

Attendance

- Attendance Policy & Procedures
- Returning Absence Excuses
- Unexcused Absences
- Cumulative Absences
- Truancy
- Morning Attendance/Tardies
- Early Dismissal Procedures
- Sent Home By School Nurse
- Educational/Family Trip Guidelines

Counseling Department

- Mission Statement
- College Planning
- Transcript Requests

Student Code of Conduct

- Discipline Philosophy
- Schoolwide Positive Behavior
- Behavioral Expectations
- Student Discipline Code
- Discipline Levels of Behavior & Definitions
- Informal Hearings
- Formal Hearings
- Anti-Discrimination & Harassment
- Student Searches
- Dress Code
- Bus Information
- Personal Electronic Devices
- Hall Behavior & Passes

Operations

- Athletics and Activities
- Automobile Policy
- Bell Schedules
- Cafeteria
- Dances/Prom
- Financial Obligations
- Fire/Emergency Drills
- Gymnasium & Natatorium
- Health/School Nurse
- Insurance
- Library
- Lockers
- Lost and Found
- Money and Valuables
- Physical Education
- PowerSchool
- Student ID's
- Student Records
- Textbooks/IPad
- Visitors
- Withdrawals from School
- Working Papers

ACADEMICS

Graduation Requirements:

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

1. A student must complete a minimum of 21 credits, including the identified required courses.
2. A student must complete one of the five Keystone Pathways to Graduation (for more information visit Updated SVHS Program of Studies 2024-25).
3. A student must meet the Career Indicator requirements, including the Industry-based learning requirement (for more information visit Updated SVHS Program of Studies 2024-25).

Course Requirements (School Board Policy 217): *

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

Graduation Requirements	
Credits	Course
4	English
3	Mathematics
2	Social Studies (4 courses)
2.5	Science (4 courses)
1	Health/PE (2 courses)
8.5	Electives
21	Credits

Grading System (School Board Policy 217):

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

GRADE	NUMERIC RANGE	STANDARD GRADE POINTS	HONORS GRADE POINTS	AP GRADE POINTS
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	67-69	1.34	1.84	2.34
D	65-66	1.00	1.50	2.00
F	55-64	0.00	0.00	0.00
F-	54 or less	Not eligible to attend Summer Learning Academy		

Progress Reports:

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

Honor Roll:

Honor Roll is posted on a quarterly basis.

Honor Roll criteria are as follows:

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

Class Rank (School Board Policy 214):

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

Honors Graduates:

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

Course Advancement (School Board Policy 215.1):

1. Qualification:
    - A student must maintain an average of 85% (B) in all prior courses of the academic discipline in which the challenged course resides; if no prior courses exist, this criterion is waived.
    - In the case of physical education, a history of participation in a particular sport at an appropriate level is required, as is the completion of the season before an exemption can be awarded.
    - A student attains a score of at least an 85% (B) on the final examination for the challenged course; the final exam will be constructed on the content standards deemed appropriate for the course.
2. SV Middle School Courses for High School Credit:
    - Planned courses taken at SVMS may be considered for graduation credit if equivalent to the SVHS course requirements. Courses for consideration are: Algebra 1, Algebra 2, and World Languages 1.
    - The credit granted for a middle school course completion would count as an elective credit at the high school level and not subject credit.
    - A request made by a parent/guardian must be requested at least 30 days prior to the effective change.

- High school credits earned at the middle school level may be included on an official high school transcript upon request and may be calculated into the student's GPA.
- Requests for change to a transcript shall be made 30 days prior to the effective date of the change.

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

Credit Recovery (School Board Policy 215.2):

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

Students Repeating a Course:

If a student fails a course, the course can be repeated. Course credit will be awarded once the student successfully completes the course. If a student passes a course, the course cannot be taken again without an appeal to the principal. Credit will only be given once for a course.

If a course is repeated, the student may, upon request in a letter to the principal, have the original grade excluded in the calculation of the GPA. However, both courses will be recorded on the transcript.

Summer School (School Board Policy 124):

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

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

Independent Study (School Board Policy 118):

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

Dual Enrollment (School Board Policy 217):

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

Request to Graduate Early (School Board Policy 217):

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

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

Course Scheduling Procedure:

- During the 2nd semester, the school counselors will begin the course scheduling process for the following year. Students should access the *SVHS Program of Studies 2024-25*, a course registration form and their *PowerSchool* login information.
- Students should work with their Guidance Counselor and Teachers, in conjunction with referencing their Education and Career Plan (ECP) when scheduling courses for the upcoming school year.
- Parents can view student's requests with their *PowerSchool* access.
- The Administration and Guidance Counselors must have accurate counts in course sections prior to the start of the year because it is the number of students signing up for each course during the registration process that will determine how many sections of the course are placed into the master schedule.
- The number of course sections directly determine teacher instructional assignments at the high school for the coming school year.
- It is imperative that students thoughtfully consider their course selections at the time of course registration so that their original selections are the courses to which they will be committed in the next school year.
- Once course requests are generated, a Master Schedule will be created based on student requests.
- The school reserves the right to cancel or postpone courses due to insufficient enrollment, lack of physical facilities, or unavailability of teaching personnel.
- After the computer generates a schedule for each student the Guidance Counselors check it for accuracy.
- On occasion a student's request will not be fulfilled because the class is full, it does not fit into his/her schedule, or it is not running. When this happens, the counselor will give the student a course that is available at that time.

Schedule Change Process:

- There will be fewer options available to the student if changes are requested once the master schedule is set.
- Not all change requests can or will be honored due to lack of course availability, student/class ratios, teacher assignments or if the request is not being made for a sound educational reason.
- However, if circumstances change after the time of course selection, students must contact their counselor via a course request form to request a change. The school counselor will discuss the availability of classes and decisions will be made in the best interest of the student.
- Once the school year begins, the expectation is that students will honor their schedules.

- Only changes that are educationally based will be considered.
- Students should discuss any schedule change requests with their teacher BEFORE contacting their Counselor.
- A schedule change request will be evaluated based on the appropriateness of the change.
- If approved, students may withdraw from a course and add an alternate credit course during the **first eight days of a semester-long or year-long course**.
- Students in a year-long course need to meet with their teacher, parent, and Counselor to discuss any change in schedule due to the length of the course and impact on credits.
- SVHS offers 2 options for students who request to withdraw from a course after it is underway past the eighth day of the course.
- The student must schedule an alternate course available in that same time slot; and the change must have the approval. No credit will be awarded for a changed class.
    - A "WP" (withdrawal/passing) will be recorded on the student's transcript if the student is permitted to drop the course per the decision of the schedule change committee (including the teacher's input). The student's average at the time of withdrawal is passing and no greater than a 75% after completing multiple tutoring sessions with the teacher. No credit is awarded for a WP.
    - A "WF" (withdrawal/failing) will be recorded on the student's transcript if the student is permitted to drop a course per the decision of the schedule change committee (including teacher's input) with a failing average at the time of withdrawal after completing all assignments and attending multiple tutoring sessions. No credit is awarded for a WF.

Final Exams:

Rationale: The amount of material that students know, understand, and retain for use in subsequent coursework and testing will be increased if students study progressively and are asked cumulative questions on periodic tests to provide feedback on their comprehension and retention. Final exams will be given to all students. They provide a means of evaluation, provide new learning, provide a summary of their learning, and will prepare the college-bound students for their college experience.
Final Exam Senior Privilege: Senior students with an overall course average of 93% or above during the final exam testing window may be exempt from taking the final exam for that course. All students are required to take midterm exams. Senior Privilege is not applicable for AP courses.

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

Exemption from Instruction (School Board Policy 105.2):

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

Remediation:

Students who have a failing average, less than 65% in any class, or need assistance in any class are encouraged to attend remediation sessions with their classroom teacher. Sessions should be scheduled with your teacher in advance.

Homework Requests and Make-Ups:

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

NCAA Eligibility:

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

Bethlehem Area Vocational Technical School:

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

2024-2025 Standardized Testing Dates:

- PSAT/NMSQT – The PSAT will be offered in October, 2024 for all students in Grades 9-11. More information will be sent out through announcements.
- SAT – See Collegeboard.org for dates and to register
- ACT - See https://www.act.org/content/act/en.html for dates and to register
- AP Testing - The AP testing window runs from May 5, 2025 - May 16, 2025. See the AP Test Dates 2025 for individual exam test dates
- Keystone - Testing Windows for this year from the state are:
    - Winter Wave 1 - December 4th - 18th, 2024
    - Winter Wave 2 - January 6th - 17th, 2025
    - Spring - May 12th - 23rd, 2025

ATTENDANCE

Attendance Policy and Procedures (School Board Policy 204, revised 7/9/24):

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.

Saucon Valley School Board considers the following conditions to constitute acceptable excuses for absence from school: illness, quarantine, and recovery from an accident, required court attendance, death in the immediate family, family emergency, family educational travel with prior approval, educational tours and trips with prior approval. The mere fact that a parent/guardian provides an explanation for the absence does not qualify the absence as excused.

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

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

If an excuse is not returned within five (5) days, a letter will be sent to the parents/guardians informing them that the absence will be recorded as UNEXCUSED. Three (3) unexcused absences may result in a citation for truancy.

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 Attendance Office, ParentSquare or may be emailed to the attendance secretary at: hs-attendance@svpanthers.org

Unexcused Absences:

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

Cumulative Absences:

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.

If a student is habitually truant, the school may:

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

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.

Morning Attendance/Tardies:

Students are required to be in the homeroom before the bell rings at 7:30 a.m. Any student arriving to homeroom/school AFTER the homeroom bell has rung is considered late/tardy and MUST report to the Attendance Office & be recorded as late to school at which time they will obtain a pass in order to report to HR/class.

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

Early Dismissal Procedures:

Students who need to be excused from school before the end of the regular school day (2:19 pm) MUST come to the Attendance Office BEFORE Period 1 begins. The student must bring a note signed by the parent/guardian to the Attendance Office. The note must state the date, time and reason why the student will be excused. When returning from an appointment, it is required that the student have written documentation of the visit. The student will sign out before they leave and sign in after they return. Students are not permitted to leave the building during the school day unless they have written permission from a parent/guardian and have permission from the office.

Sent Home by School Nurse:

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

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

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

request that trips be avoided during the scheduled state & local testing dates. Testing dates appear on the school calendar. Please use this as a reference when planning a vacation. (*See District Calendar*). A Request for Approved Absence Form can be secured from the Attendance Office, District Office or our website.

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

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

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

Mission Statement:

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

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

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

College Planning:

College Visits:

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

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

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

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

Transcripts:

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

STUDENT CODE OF CONDUCT

Discipline Philosophy:

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

govern student conduct on school property, buses, and at all school-sponsored events or while representing Saucon Valley School District.

Behavioral Expectations:

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

Courtesy
Leadership
Accountability
Willingness (Acceptance)
Safety

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

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

Student Discipline Code:

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

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

This code governs all behavior in school, on school property (including school buses), to and from school, and at school activities. Violations of the code will be referred to administration. A **referral/log entry** will be completed for all disciplinary referrals. It is to be noted that the penalties listed below are **guidelines** for discipline; the administrators retain the discretion to apply another penalty if the situation warrants it. Violations of expectations of the Code of Conduct may result in, but are not limited to, **Verbal Warnings**, **Parent/Guardian Conferences, Lunch Detentions, Alternative Learning Assignments, After-School-Detentions, Hallway Restriction/Escort, Bus Suspensions,**

Restitution, In-School Suspension, Out-of-School Suspension, Expulsion, Police Notification. In addition to any consequences received, supportive services may also be provided to assist in correcting behavior. This may include, but is not limited to, referral to Student Assistance Program, referral to inclusion in supportive groups (ex. smoking cessation, conflict resolution, coping skills), facilitated mediation, referral to Check and Connect program.

Alternative Assignments (Behavior Modification Lessons/Reflections):

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

Lunch Detention:

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

After-School Detention:

After-school detentions will be held from 2:25 pm to 2:55 pm. Students must not be late but if so must have a written pass/e-Hall pass. **Transportation home is the responsibility of the student/parent. There will be no transportation provided by the school.** Students may be given a minimum of 24 hours notice so that alternate transportation arrangements can be made. It is the responsibility of the student to notify their parents/guardian of their assigned detention. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. **Student detentions will NOT be excused for work-related reasons unless the employer contacts the high school 24 hours in advance for emergency reasons only. Doctor's notes are the only exception for a student to miss detention. The detention will be rescheduled for the following school day upon receipt of the note. Being on an athletic team or in a school activity is not a valid excuse.** Students are required to bring school work with them to be completed during detention time. If school work is not brought to detention, then remedial work may be assigned and must be completed fully in order for the detention to be considered fulfilled. Student reflection sheets/behavior modification lessons may be assigned during detention. No electronics will be permitted during detention. Failure to comply with detention expectations may result in additional consequences.

Missed/skipped detentions will result in the following consequences:

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

Morning Detention:

Morning detention can be substituted for students who need the accommodations of coming in before school starts. Morning detention will be held from 7:00am-7:30am.

In-School Suspension (ISS):

An ISS is a consequence that allows the student to remain in school under the supervision of professional staff. ISS forbids the student from participating in any school activity or sporting event until the following school day that the ISS has been served. ISS is held from 7:30 am to 2:19 pm in a structured environment away from the student population. A student who serves an ISS must leave school property by 2:25 pm and may not return that day. Any work assigned in ISS is expected to be completed during the assigned suspension (including any behavior modification lessons and/or reflections). If the student chooses not to complete the work, the teacher may apply a grade of zero at his/her discretion. Any student who chooses to leave ISS without permission may be assigned additional days of in-school or out-of-school suspension. Students will be given their assignments in paper form. IPads and cell phones are not permitted in ISS and will stay in the main office for the day.

Out-of-School Suspension (OSS):

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

Discipline Levels of Behavior & Definitions:

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

Level I (Minor): Description of Behavior:

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

Level I Minor Behaviors of Concern	Minor behaviors of concern will result in Level I consequences. Please note, after three minor referrals for the same behavior, a major referral will be issued and additional consequences may be imposed for insubordination.
Bus Concern (Minor)	Minor infraction of the bus rules (delineated in the student handbook in the section entitled "Bus Information") and/or other infractions outlined in the discipline code.
Cell Phone Accessibility During Instructional Time	Cell phones are to remain off and away during instructional time to maximize engagement with student learning. Students who have their cell phone out/visible during instructional time without faculty approval will be reminded to put the device away. Refusal to put the device away or continued violation will result in an automatic major referral for Insubordination.
Cheating on a Homework or Classwork Assignment	Students copy or share homework or classwork. A student who engages in cheating on a homework or classwork assignment will receive a 0 for the assignment and a minor referral.
Defiance (Minor)	Students engage in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
Disrespect (Minor)	Students direct rude, impolite, words or actions toward staff members or peers (includes mumbling remarks under breath).
Disruption (Minor)	Students interfere with classroom instruction/learning or school routines with words or actions.

Failure to Follow Pass Procedures	Failure to obtain a pass from a faculty or staff member to go to desired location through e-Hall Pass; being in the hallway without being signed in to e-Hall Pass; failure to see a teacher who provides you with a pass (e.g. labs & tutoring); leaving the cafeteria without prior permission.
Inappropriate Language	Students use inappropriate language without malicious intent (excluding harassment language which is considered a Level III/Major Behavior).
Loitering	Student loiters in unauthorized areas including hall, auditorium, cafeteria, or lavatory.
Physical Contact/Horseplay	Students engage in minor inappropriate physical contact including, but not limited to minor horseplay and public displays of affection.
Property Misuse	Students exhibit careless handling of school property.
Tardy	Students arrive late to their assigned location without a pass.
Unprepared for Class	Students fail to bring necessary materials to class.
Violation of Electronic Device (Minor)	Use of any electronic device (including headphones/ear buds/ cell phones, etc.) in areas of the high school building other than halls or lunch or otherwise allowed by staff.
Other Minor Misbehavior	Misbehaviors that cause disruption or are off-task during the school day. Examples include, but are not limited to, making loud noises, unmitigated sleeping, being inattentive, unauthorized parking, library misconduct, class misconduct.
Taking food outside of the cafeteria	Food is not permitted to be taken out of the cafeteria and no food is permitted in the classrooms.

Level II (Major): Description of Behavior:

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

Level II Moderate/Major Behaviors of Concern	Level II major behaviors of concern will result in Level II consequences. Based on the nature of the infraction, the behavior may rise to a Level III or Level IV infraction.
Cheating	Student copies or shares assessments. A student who engages in copying or sharing an assessment (including projects) will receive a 0 for the assignment and a major referral.
Cutting Class	Students arrive late (15 minutes), leave, or miss class without permission.
Defiance (Major)	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
Cutting After School or Lunch Detention	Students who do not attend after-school or lunch detention when assigned. Consequences will include the detention being rescheduled and a warning issued. A second failure to attend the reassigned detention will result in two detentions assigned. Failure to attend the two reassigned detentions will result in ISS and a parent conference.
Disrespect (Major)	Students direct socially unacceptable words or rude, dismissive comments or actions (including cursing) toward a staff member or peer.
Disruption (Major)	Students engage in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
Forgery	Students sign a person's name without that person's permission.
Level I Unmodified Misbehavior	Continuation of any Level I misbehavior previously addressed by a teacher or administrator.
Minor Verbal Altercation	Verbal conflict by two or more parties.
Out of Bounds Location	Students go to an area outside of school boundaries (outside the high school building) without permission by faculty or

	administration, but remain on campus.
Peer to Peer Misconduct	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting or on a school electronic device.
Plagiarism	Students take credit for someone else's work or ideas. This will result in a 0 for the assignment and a major referral.
Safety Concern	Students intentionally create a safety concern. This may include, but is not limited to, leaving outside doors propped open, unintentionally putting oneself or another at risk of harm.
Theft	Students possess or pass on someone else's property. Depending on the nature of the violation, this may also be a Level III violation.
Vehicle Code Violation	Infraction of any of the rules delineated in the student handbook in the section entitled “Automobile Policy”.

Academic Integrity and Cheating

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 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 having their assignments nullified and potentially receiving a “0” grade. Teachers will also inform parents of any such incidents.

<u>Level III (Major)</u>: Description of Behavior:

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

Level III Major Behaviors of Concern	Level III major behaviors of concern will result in Level III consequences.
Abusive Language	Aggressive use of words to attack a student or staff member in order to demean, belittle, incite, anger, or otherwise provoke.
Bullying	Students seek to harm, intimidate, or coerce someone perceived as vulnerable through electronic, written, verbal, or physical means in or outside the school setting. Please reference the Bullying policy (Board Policy 249) for additional information.
Conduct that Presents Danger to the Health and Welfare of Others	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc.)
Fighting	Students mutually participate in an incident involving physical violence.
Harassment/Intimidation	Any verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. Please reference the Harassment Policy (Board Policy 103) for additional information.
Inappropriate Display of Affection	Students engage in inappropriate (as defined by school) verbal or physical contact of a sexual nature with another person.
Insubordination	Students refuse to comply with a reasonable request issued by school staff for the benefit of maintaining a safe and productive educational environment (this may include examples such as

	refusal to put away a cell phone during instruction).
Leaving School	Leaving school grounds without permission from a staff member before the end of the student's school day.
Level II Unmodified Misbehavior	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator.
Physical Aggression	Students engage in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, horseplay which creates a dangerous safety concern, etc.).
Property Damage/ Vandalism	Students participate in an activity that results in destruction or disfigurement of property. In addition to school consequences, and any potential police involvement, students will be required to pay for any damages incurred including replacement costs.
Reckless Endangerment	Any act that creates a substantial risk of serious physical injury to another person.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment. Please reference the Title IX policy (Board Policy 103.2) for additional information.
Technology Violation (Major)	Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "Viruses", "chain-letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous,

	obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content, or creating any other situation which deters from a positive learning environment.
Terroristic Threats Excluding Bomb Threat	Committing an act for the purpose of terrorizing another or of causing panic or fear.
Theft	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
Threatening School Official or Student	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family during school hours and on school property.
Trespassing	Unlawful entry by a person into private property or area within the building without permission; or being on school property while on OSS.
Use or Possession of Tobacco Products including e-cigarettes and e-cigarette Products	Possession of tobacco or smoking paraphernalia in or on school property. Possession of tobacco, smoking paraphernalia, or use of any form of tobacco or vape product on school property. In addition to suspension, students will be cited for possession on school property. Please reference the Tobacco Policy (Board Policy 222) for additional information.
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.

<u>Level IV (Major)</u>: Description of Behavior:

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

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

Additional Disciplinary Guidelines:

- Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
- Restitution must be made whenever property damage, vandalism or theft takes place.
- The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
- The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include athletic events, field trips, proms, class trips, and dances.
- All disciplinary action that results from end-of-the year violations of the Code of Conduct must be served before final exams are taken.
- Senior students must complete all detentions or any other consequences, prior to obligation day.

- Suspended students may not be on school grounds at any time during their suspension until the following school day. This includes before and after-school activities.

BULLYING/CYBERBULLYING

Please refer to School Board Policy #249.

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

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

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

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

Cyberbullying means willful harm inflicted through the use of computers, cell phones, and other electronic devices, including, but not limited to, the use of generative artificial intelligence.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, sanctioned by the school, or on the internet when the district's hardware or network is used to access the internet for such activity.

Complaint Procedure

1. A student, who is directly involved or who observes bullying as a bystander, shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process.
2. The school principal or designee shall immediately conduct an impartial, thorough investigation of the alleged bullying behavior, which should include interviewing the individual accused of bullying and the potential victim. Since harassment and

bullying are closely related types of behavior, if it is determined that, as per Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 248.

3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action and impose disciplinary action according to the Code of Conduct and applicable Board policies to ensure the bullying ceases and will not recur. Such action may include:
    - Guidance counseling
    - Change of seating
    - Change of class or schedule
    - Other methods for separation of the bully and victim
    - Parental conference
    - Detention
    - Suspension and/or expulsion
    - Involuntary transfer to another class, bus, or school operated by the school district
    - Other appropriate forms of disciplinary consequence.

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

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

HARASSMENT/DISCRIMINATION

It is the policy of the Saucon Valley School District to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, handicap, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any harassment and discrimination. School administration will comply with School Board Policies 103, 104, 249-AR-1, and 252-AR-1.

SMOKING/TOBACCO/VAPING

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

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

Act 145 of the Pennsylvania Crimes Code-Section 6306.1. All applicable Authority, Delegation of Responsibility, and Enforcement are referenced by Saucon Valley School District policy #222, Smoking/Tobacco Use. Please be advised that the Saucon Valley School District intends to strictly enforce its smoke-free policy via the afore-mentioned laws, rules, regulations, and policies. **Possession of any look-a-like tobacco product/substance is not permitted on school grounds and is also subject to disciplinary action.**

THEFT/VANDALISM

In the case of theft/vandalism of a student's personal property, they should immediately report the incident to a staff member who will then inform the administration. Every effort will be made by the middle school staff to investigate the theft or vandalism of all reported items. Stolen or vandalized items valued at $50.00 or more will be reported to the Lower Saucon Police Department.

WEAPONS

Definition

Weapon - include, but are not 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. Any object used to

inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

Replica - an item that resembles or looks like a weapon, but is not actually a weapon and not capable of inflicting serious bodily injury. 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.

Administration will contact the local authorities to report possession of any of the above items. Possession, use, or transfer of a firearm will result in expulsion from school for a period of not less than one year in compliance with the School Code, Section 1317.2. Possession, use or transfer of any other weapon as defined above may result in expulsion from school.

Hearing/Right of Appeal: Informal Hearings:

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

Hearing/Right of Appeal: Formal Hearings

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

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

The formal hearing shall observe the due process requirements of:

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

Anti-Discrimination & Harassment:

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

Student Searches (School Board Policy 226):

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation

of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Dress Code:

- Footwear must be worn at all times and must be appropriate to the situation. Teachers have discretion for classroom situations such as Chemistry Lab and Ecology or any other classroom experience.
- All bags including backpacks and purses (large or small) are not to be carried throughout the building. They MUST be stored in lockers. A clutch bag the size of a small pencil case may be carried but may not contain shoulder straps. Exceptions will be made for medical reasons.
- Styles of dress and appearance, which infringe upon the rights of others and which are not mentioned in these guidelines will be dealt with on an individual basis by the administration.
- Adornments, which are decorations to clothing that are obscene, offensive, or degrading – such as symbols, designs, suggestive language, and references to drugs, alcohol, tobacco and violence may not be worn on school property.
- In addition to the aforementioned criteria, the administration reserves the right to make decisions regarding the decency of student dress.
- **If inappropriate clothing is worn, the student will be removed from the normal school routine until appropriate clothing is acquired or brought to school by the parent.**
- **Any student who repeatedly violates the dress code will be referred to the office and will be assigned the appropriate disciplinary consequences. If dress code violations continue, the actions will be considered insubordination.**

Bus Information:

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

Bus Rules and Regulations:

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

Personal Electronic Devices (School Board Policy 237):

The board implements this policy to foster an educational setting that is organized, safe, and conducive to learning for district students, free from unnecessary distractions, while also acknowledging the potential benefits of electronic devices for educational use. Students are not permitted to be on their phone during instructional time (bell to bell) unless given permission by their teacher which includes being in the hall during class time or on a pass during instructional time.

Loss or Damage to Personal Electronic Devices

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

Penalties for Violations

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

Hall Behavior & Passes:

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

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

OPERATIONS

Athletics & Activities:

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

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

For an updated list of current opportunities: Saucon Valley High School Activities

Automobile Policy:

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

1. Completion of registration form
2. Proof of liability insurance
3. Presentation of valid Pennsylvania Driver's License

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

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

1. Out-of-School Suspensions or frequent In-School Suspensions or cutting classes using vehicles.
2. Not parking properly in spaces or properly displaying the parking pass on the rearview mirror.
3. Going to and/or moving automobiles during the school day without permission from the office.
4. Parking in spaces marked “Visitor,” “Reserved,” “No Parking Zones,” “Handicap,” and/or “Fire Zones.”
5. Violation of traffic patterns and speed limit of 15 miles per hour, which are posted on school property.
6. Parking in any lot or area outside of the designated High School Student Parking lot during school hours.
7. Athletes/Extra Curricular Participants: Parking in any lot or area outside of the High School Student Parking lot or MS Pond Lobby Lot on weekdays is not permitted. Athletes may park between the school road (Panther Way) and the golf course when events are held on field above the stadium Notes: Students are never permitted to park inside the stadium or tennis court area (with the exception of overnight secure parking for traveling teams)

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

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

Student vehicles are subject to search while on campus.

Cafeteria;

Our school operates with three lunch periods scheduled during Block 4, 6 & 8. **Lunch is considered a class; therefore, students must report in a timely manner.** Students may purchase lunch in school or bring one from home. **Ordering fast food to be delivered is not an option.**

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

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

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

Dances/Prom:

The following must be observed:

1. The persons attending the dance will be limited to students **who reside in the Saucon Valley School District** and their guests.
2. All guests must have a pre-approved guest form completed prior to the date of the dance & must provide ID at admission to the dance. All guest forms must be handed in 1 week prior to the dance. Guests may not be above the age of 20.
3. Those students who leave the dance will not be allowed to return into the building and must leave school property. The advisor(s), with the help of the custodians, will see that all doors are locked from the outside.
4. All school rules apply at dances.

5. If any disciplinary action is needed, students will be interviewed and if needed, parents will be notified and consequences may be imposed.
6. No student is to come to a dance or the prom under the influence of alcohol or drugs.
7. No student may wear destructive clothing, jewelry, footwear, or other apparel that may cause damage to school property, or pose a threat to the health, safety, or welfare of the school community. Heavy gauge chains or choke collars may not be worn at any time.

Financial Obligations:

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

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

Fire/Emergency Drills:

Fire Drills:
Fire drills are conducted regularly throughout the school year. The fire alarm signal is the continuous ringing of the fire alarm bells in the corridor. Signs posted in all rooms designate fire drill routes. At the ringing of the fire alarm bells, students must leave their classrooms at the direction of the teacher and proceed immediately along the fire drill

route. The lines should continue until far enough away from the building so that fire apparatus may function. These additional procedures will be followed at all fire drills:

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

ALICE Drills:

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

Gymnasium & Natatorium:

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

1. Gym shoes **only** are permitted on the gymnasium floor, except for assemblies.
2. No one may use the gym or pool areas unless under the direct supervision of authorized personnel.
3. Bleachers are under the control of authorized personnel only. Students are not to open or close bleachers or folding doors at any time.
4. Food and beverages are not permitted in the gym or pool areas.
5. Other regulations pertaining to the gym and pool will be posted in the appropriate areas.

Health/School Nurse:

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

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

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

Insurance:

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

Library:

The library is open from 7:15 am - 2:30 pm each full school day. Students may utilize the library during their lunches (with prior approval), after school, and other times with teacher permission. Students will be required to use eHall Pass to access the library. The library provides students with the print and electronic resources needed to complete school assignments and pursue personal interests. Electronic subscription databases and the library catalog can be accessed through the library's web page both at school and from home. Passwords for the databases are provided in the library. Students should also visit the library for iPad troubleshooting and support. For a detailed description of the library's resources, policies, and procedures, please visit the library's web page on the Saucon Valley High School website.

Lockers:

Freshmen and new students will be assigned lockers**.** Students must use the locker assigned and keep belongings in the book and coat compartments. The school assumes no responsibility for any items lost or stolen. All lockers should be kept locked and clean at all times. They will be inspected at the end of the year. It is recommended that valuables never be left in the school. If a student's assigned locker has graffiti, writing, symbols or any other item on the inside or outside of his/her locker then he/she is responsible for cleaning it when directed by a school official. It is advised that students carry enough books and materials to get through several class periods, thus eliminating the need to return to it between classes. Teachers may permit locker access during class but only for emergencies. Students are not to share lockers with any other student.

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

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

Lost & Found:

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

Money & Valuables:

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

Physical Education:

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

PowerSchool:

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

School Field Trips:

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

Smoking/Tobacco/Vaping Devices:

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

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

Student ID's:

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

Student Records (School Board Policy 216):

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. 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.

Textbooks/Ipads:

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

Visitors:

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

Withdrawals from School:

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

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

Working Papers:

Students under the age of 18 are required by state law to have working papers. Working papers are available in the office between 8:00am and 3:00pm when the high school is open. The application is to be completed and signed by the parent /guardian. **Proof of age must be provided and can be in the form of a birth certificate, baptismal papers, passport or driver's license.** If a Parent / Guardian is unable to report to the school in person, an application may be taken home by the student and returned with signature and proof of age. Working permits may be revoked if a student is not making academic progress.

APPLICABLE BOARD POLICIES

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

103 Nondiscrimination/Discriminatory Harassment - School and Classroom

103.1Nondiscrimination/Discriminatory - Qualified Students with Disabilities

103.2 Title IX/Nondiscrimination - Based on Sex

105.2 Exemption from Instruction

118 Independent Study

124 Summer School

204 Attendance

204.1 Educational Tours and Trips

205 Postgraduate Students

206 Assignment within District

207 Withdrawal From School

209 Health Examinations and Screenings

209.1 Head Lice

210 Use of Medications

210.1 Use / Possession of Asthma Inhalers

214 Class Rank

215 Promotion and Retention

215.1 Acceleration

216.3 Education Records

217 Graduation Requirements

218 Student Discipline

218.1 Weapons

218.2 Terroristic Threats or Acts

219 Student Complaint Process

220 Student Expression and Posting of Materials

221 Dress and Grooming

222 Tobacco Use

224 Care of School Property

226 Searches

227 Controlled Substances

228 Student Government

229 Student Fundraising

230 Public Performances by Students

231 Social Events and Class Trips

232 Student Involvement in Decision Making

233 Suspension and Expulsion

234 Pregnant Students

235 Student Rights and Surveys

237 Electronic Devices

238 Parental Rights and Access to Information

241 Early College Admission

242 Severe Allergies

246 School Wellness

247 Hazing

249 Bullying / Cyberbullying

250 Student Recruitment

251 Homeless Students

Saucon Valley School District

Policy

Title – 709 – Building Security

Section – 700 - Property

Adopted – May 8, 2007

Revised –

Content

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

~~Toward this end, a program of~~ **Building** security shall be ~~administered~~ **coordinated** by the ~~Supervisor of Campus Operations~~ **School Safety and Security Coordinator**, with the cooperation of **district administrators,** building principals **and district staff**.**[1][2]** The need for access shall be the underlying principal in determining who will have keys to the school properties.

The Superintendent or designee shall ~~who is entitled to building(s) keys~~ **develop administrative regulations designating** who **may be** authorized **to** access district building(s)**, the designated level of access** and who may have after-hours access to district facilities.

Access to school buildings and grounds may be established by the Superintendent.

Possession of keys by personnel shall be in accordance with the following guidelines:

1. A log of key assignments shall be maintained by the supervisor of Campus Operations.
2. Duplicate keys shall be maintained in a safe or secured box.
3. Individuals assigned keys may not duplicate or lend them.

4. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.
5. Loss of a key must be reported immediately to the Superintendent or designee.
6. Use of keys for unauthorized purposes will result in surrender of keys.
7. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled by electronic access device.

Guidelines

After the start of the school day, access to **school** buildings shall be limited to one (1) entrance **that is monitored and capable of controlling visitor entry**. All other entrances shall be locked**, and designated school staff shall follow established Board policy and procedures for entry of school visitors and other authorized individuals into school buildings**.**[3]**

Legal References

1. Pol. 805
2. Pol. 805.2
3. Pol. 907

24 P.S. 510

Pol. 705

Saucon Valley School District

Policy

Title – 805 – Emergency Preparedness and Response

Section – 800 - Operations

Adopted – May 22, 2007

Revised –

Content

Purpose

The Board recognizes its responsibility ~~to safeguard the health and welfare~~ **for the safety** of students, ~~employees~~ **staff, visitors and facilities**. Therefore, the Board shall provide facilities, equipment and training necessary to ~~minimize the effects~~ protect against ~~of all~~ hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, **intruders**, terrorism, communicable diseases and pandemics. Advance planning, **training, practice** and comprehensive implementation are key components in ~~ensuring the protection~~ **protecting the safety and security** of the school community.[1]

Authority

The district, in cooperation with the county ~~local~~ Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by **PEMA** ~~Pennsylvania Emergency Management Agency~~ and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education**, and local law enforcement agencies.[**4]

The Board ~~ensure~~ **requires** that emergency **preparedness** ~~and~~ and **emergency** evacuation ~~drills~~ **and school security drills** ~~are~~ **be** conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, **local law enforcement agencies** and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation **or sheltering of students** and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

~~{ }~~ The Board directs the

~~{ } Superintendent or designee~~

~~{ }~~ **School Safety and Security Coordinator**

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[7][10]**[11][12]**

Guidelines

Emergency Planning

The emergency preparedness **plan shall be accessible in each district building**, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be

~~provided~~ **provided** to the county Emergency Management Agency, ~~parents/guardians, relevant stakeholders, and the community~~ **each local police department and each local fire department that have jurisdiction over school property**. **The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially**.[2][3][13]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities ~~or to mitigate the spread of infection or illness~~. Local, county or state officials may also utilize district-owned or leased buses and other transportation vehicles. **The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety**.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]

The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, **in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law**. **Instructional activities** ~~Such alternatives~~ may include:[16][17][18][19][20]

1. ~~{}~~ Web-based instruction.
2. ~~{}~~ Mailed lessons and assignments.
3. ~~{}~~ Instruction via local television or radio stations.

4. {} Other: Telephone trees.

The continuity of core operations such as payroll and ongoing communication with **staff**, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6]**[21]**

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[22][23]

The district shall provide mandatory training for school staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[21][24][25]**[26]**

1. **Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:**
    a. **Situational awareness.**
    b. **Trauma-informed approaches.[25][27]**
    c. **Behavioral health awareness.**
    d. **Suicide and bullying awareness.[28][29]**
    e. **Substance use awareness.[30][31]**
2. **One (1) hour of training in the following areas shall be completed each year:**
    a. **Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[32]**
    b. **Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the**

community. This training may be conducted in person or virtually.[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35]

Required Drills

Emergency Preparedness Drill -

The Board directs ~~At least annually, all~~ district schools **to** ~~shall~~ conduct a disaster response or emergency preparedness plan drill **at least annually, in accordance with the provisions of law**.[3]

Fire Drills -

The Board directs each district school to ~~Fire drills shall be~~ conduct fire drills at least once a month during the school year, **in accordance with the provisions of law**.[5][6]

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee

~~{ }~~ may

~~{ } shall~~

conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[5]

The Superintendent or designee shall:[5]

1. **Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to**

emergency situations.

2. **Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.**

   Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the **provisions of** law.[5][36]

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, in accordance with applicable law and Board policy and administrative regulations.[4][26][32][34][37]

~~NOTES:~~

~~School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).~~

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

Legal References

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A

10. 24 P.S. 1303-B
11. 24 P.S. 1314-B
12. 24 P.S. 1315-B
13. 24 P.S. 1302.1-A
14. Pol. 804
15. 35 Pa. C.S.A. 7301 et seq
16. 24 P.S. 520.1
17. 24 P.S. 1501
18. 24 P.S. 1506
19. 22 PA Code 11.2
20. Pol. 803
21. 24 P.S. 1310-B
22. Pol. 203
23. Pol. 203.1
24. 24 P.S. 102
25. Pol. 333
26. Pol. 805.2
27. Pol. 146.1
28. Pol. 249
29. Pol. 819
30. Pol. 227
31. Pol. 351
32. Pol. 805
33. 24 P.S. 1302-E
34. Pol. 236.1
35. 24 P.S. 1205.2
36. 75 Pa. C.S.A. 4552
37. 24 P.S. 1303-D
24 P.S. 1205.7
20 U.S.C. 7112
20 U.S.C. 7118
20 U.S.C. 7801
Pol. 146
Pol. 236
Pol. 709
Pol. 810
Pol. 909

Policy

Title – 114 Gifted Education

Section – 100 Programs

Adopted – June 23, 2009

Revised –

Content

Authority

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.[1][2][3]

The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices for a minimum of twenty-eight (28) days.[4][5][6]

The district's gifted education plan shall address:

1. **The district's process for identifying gifted children in need of specially designed instruction.**

2. **The gifted special education programs offered by the district.**

3. **Reports of gifted students, personnel and program elements, and costs, as required by the Department of Education**.

The Board may enter into a cooperative agreement with Colonial Intermediate Unit #20 to provide gifted education services and programs.[7]

The Board directs that the district's gifted education program shall provide the following:

1. System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.[8]

2. Screening and evaluation process ~~to determine~~ that meets state requirements, to determine students' educational needs.[8]

3. Procedures to determine whether a student is mentally gifted ~~according to state guidelines~~.[8]

4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).[9][10][11][12]

5. Safeguards for the due process rights of gifted students.[13]

6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).[11]

The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.[11][14][15]

Guidelines

The district shall make the Permission t~~T~~o Evaluate ~~Gifted Student~~ form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.[8]

The district's gifted education program shall provide the following:[7]

1. **Services and programs planned, developed and operated for identification of each gifted student.**

2. **Gifted education for each identified student, based on the unique needs of the student, not solely on the classification.**

3. **Gifted education that enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and social/emotional needs**.[2]

Caseloads/Class Size

The Board directs the Superintendent and designated administrators to annually assess the district's delivery of gifted services and programs, in order to:[16]

1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.

2. Address the educational placements for gifted students within the district.

3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five ~~(75)~~**(65)** students. ~~Beginning July 1, 2010, the maximum teacher caseload shall be sixty-five (65) Students.~~

4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.

The district may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.[16]

Notice/Consent for Evaluation

Prior to the district conducting an initial gifted multidisciplinary evaluation or re-evaluation of any school-aged student, the district shall provide the parents/guardians of that student with written notice proposing such an evaluation and obtain written parental consent to do so.[14][15]

Confidentiality of Student Records

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.[17][18][19]

Awareness Activities

The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the district of its gifted education services and programs, and how to request these services and programs.[8]

Awareness activities may include providing written notice of the district's gifted education program through local newspapers **and district publications**; **distributing such written notice to private schools serving school-aged residents; hosting meetings and/or distributing literature designed to inform parents of newly-enrolled students of the district's gifted services;** other media; student handbooks; and the district website.

~~**Delegation of Responsibility**~~

~~The Superintendent or designee shall develop administrative regulations to implement this policy.~~

Legal

1. 24 P.S. 1371
2. 22 PA Code 4.28
3. 22 PA Code 16.1 et seq
4. 22 PA Code 4.13
5. 22 PA Code 16.4
6. Pol. 100
7. 22 PA Code 16.2
8. 22 PA Code 16.21
9. 22 PA Code 16.22
10. 22 PA Code 16.23
11. 22 PA Code 16.32
12. 22 PA Code 16.33
13. 22 PA Code 16.63
14. 22 PA Code 16.61
15. 22 PA Code 16.62
16. 22 PA Code 16.41
17. 22 PA Code 16.65
18. 20 U.S.C. 1232g
19. Pol. 216

22 PA Code 11.12

Pol. 113

Policy

Title – 122 Extracurricular Activities

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Board ~~believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.~~ **recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.**

~~**All learning experiences offered by the schools, curricular and extracurricular, shall be planned and intergrated toward attainment of the district's educational objectives.**~~

Definitions

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.[1]

For purposes of this policy, an athletic activity shall mean all of the following:[2][3]

1. **An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities.** ~~**and sports activities sponsored by school-affiliated organizations.**~~

2. **Noncompetitive cheerleading that is sponsored by or associated with the school.**

3. **Practices, interschool practices and scrimmages for all athletic activities.**

~~3.~~

Authority

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.[4][5][6][7]

~~**The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.**~~

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been

~~{ }~~ approved by the Board upon recommendation of the Superintendent.

~~{ } approved by the Superintendent and reported to the Board for its review.~~

~~{ } approved by the Superintendent upon recommendation of the building principal.~~

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. ~~{ }~~ The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.[8]

2. ~~{ }~~ Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.

~~{ }~~ Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

Discipline for any behavior related to extracurricular activities will be in accordance with Board policy (policy 218).

~~Off-Campus Activities~~

~~This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if **any of the following circumstances exist:**~~

1. ~~**The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**~~
2. ~~The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~
3. ~~Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.~~
4. ~~The conduct has a direct nexus to attendance at school or a school-sponsored activity, **for example**, a transaction **conducted** outside of school **pursuant to an agreement made in school**, that would violate the Code of Student Conduct **if conducted in school**.~~
5. ~~The conduct involves the theft or vandalism of school property.~~
6. ~~There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[3][10][11][12]

1. **Concussion and Traumatic Brain Injury Information Sheet.**
2. **Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**[1]

The Superintendent or designee shall develop **administrative regulations** ~~disseminate procedures~~ to implement the extracurricular activities program. **All student groups shall adhere to Board policy and administrative regulations.**

Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. ~~{ }~~ Assesses the needs and interests of and is responsive to district students.

2. {-}**Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.[4]**

3. {-}**Involves students in developing and planning extracurricular activities.**

4. {-}Ensures provision of competent guidance and supervision by staff.

5. {-}Guards against exploitation of students.

6. {-}Provides a variety of experiences and diversity of organizational models.

7. {-}Provides for continuing evaluation of the program and its components.

8. {-}Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.[1][13]

~~The guidance goal for each student shall be balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the student. This should be shared responsibility.~~

Inclement Weather

When schools are closed due to inclement weather, there shall be no activities on those days. However, when a contest is scheduled at another school and a forfeiture is imminent for nonparticipation, an exception may be made.

The Superintendent or ~~his/her~~ designee may commence activities if weather conditions improve by 11:00 a.m

The Athletic Director and the principal will confer with the Superintendent or ~~his/her~~ designee prior to 11:00 a.m. for ~~his/her~~ **a** decision.

Equal Access Act

For the purposes of this policy, **student initiated activities** shall be those non-curriculum-related, student-initiated meetings that students wish to conduct within a limited open forum in the secondary school. The district will not discriminate against student initiated activity meeting on the basis of the religious, political, philosophical or other content of the speech at the meetings. The Board must approve of all student initiated activites.

The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings

must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees .[4]

Noninstructional time is the time set aside by the school before actual classroom instruction begins**,** ~~or~~ after actual classroom instruction ends**, or during the lunch hour**.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The meeting must not be sponsored by the school, the government, or their agents or employees.

School employees may be present at the meeting only in a nonparticipatory capacity.

Non-school persons may not direct, conduct, or regularly attend activities of student groups.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place.

Student group must find a district professional school employee to monitor the meetings to ensure that provisions of this policy are adhered to.

Limitation for Open Forum Meeting

Only students attending the secondary school of the Saucon Valley School District can initiate the application form and submit it to the building principal for approval.
The application shall state:

1. The name of the student or students and verification by the person(s) preparing the application that the student(s) has voluntarily initiated the meeting.

2. A description of the type of meeting, a statement of purpose, and an estimate of expected attendance. Application should be accompanied by a copy of any material used to advertise the meeting.

3. The name of the approved chaperone. Students cannot meet unless an approved chaperone is available.

4. A non-school person can attend only by invitation of the student group and after approval of the building principal. His/Her name and address and the organization with which s/he is affiliated, if any, must be furnished. The non-

school attendee shall furnish an affirmation the s/he is not directing, conducting, controlling, or regularly attending the activity.

~~**PSBA Revision 9/20 © 2020 PSBA**~~

Legal References

1. 22 PA Code 12.1
2. 24 P.S. 5322
3. 24 P.S. 1425
4. 20 U.S.C. 4071 et seq
5. 24 P.S. 511
6. Pol. 103
7. Pol. 103.1
8. Pol. 110
9. Pol. 218
10. 24 P.S. 5323
11. Pol. 123.1
12. Pol. 123.2
13. 22 PA Code 12.4

24 P.S. 5321 et seq

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Policy

Title – 123 Interscholastic Athletics

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

~~{ }~~The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.

~~{ }~~The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Definition

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition ~~sport~~ sports contests, games, or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and **without discrimination,** in accordance with law and regulations.

~~{ }~~The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; ~~be in good physical condition; and~~ be free of injury; ~~as determined~~ **and undergo a physical examination** by **a licensed** ~~district physician~~[1] medical provider authorized to conduct such examinations by the Pennsylvania Interscholastic Athletic Association.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association ~~and the Colonial League~~.

The Board directs that no student may participate in interscholastic athletics who has not:

1. ~~{ }~~ Met the requirements for academic eligibility.

2. ~~{ }~~ Complied with the requirements of the Athletic Handbook.

3. ~~{ }~~ Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline and eligibility requirements set forth by PIAA.~~.~~ [2]
4. ~~{ }~~ Attended school regularly.

5. ~~{ }~~ Been in attendance on the day of the athletic event or practice for the hours required unless previous permission has been obtained by school administration or a doctor's note has been provided.~~.~~ [3]
6. ~~{ }~~ Returned all school athletic equipment previously used.

7. ~~{ }~~ Adhered to applicable discipline standards.[8]

~~Off-Campus Activities~~

~~This policy shall also apply to student conduct that occurs off school property and would **otherwise** violate the Code of Student Conduct if **any of the following circumstances exist**:[8]~~

~~1. **The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.**~~

~~2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~

~~3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the~~

~~operations of the school.~~

~~4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.~~

~~5. The conduct involves the theft or vandalism of school property.~~

~~6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities~~.

Students participating in interscholastic athletics are subject to discipline pursuant to the Student Code of Conduct and Board Policy 218.

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. **Concussion and Traumatic Brain Injury Information Sheet.**
2. **Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.**[4]

~~The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.~~

~~{ } **The Superintendent** shall inform the Board of changes in that schedule as they occur.~~

~~{ } **The Superintendent** shall secure Board approval before making any changes in a schedule.~~

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A.~~, the Colonial League~~ and the school district.

~~{ }~~ The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

~~{ }~~ The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

Guidelines

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.

When school are closed due to inclement weather, there shall be no activities on those days. However, when an interscholastic contest is scheduled at another school and a forfeiture is imminent for nonparticipation, an exception may be made.

The Superintendent or ~~his/her~~ designee may commence activities if weather conditions improve by 11:00 a.m. The Athletic Director and the principal will confer with the Superintendent or ~~his/her~~ designee prior to 11:00 a.m. for decision.

Legal References

1. 22 PA Code 4.27
2. 24 P.S. 1601-C et seq
3. 34 CFR 106.41
4. Pol. 103
5. Pol. 103.1
6. 24 P.S. 511
7. Pol. 204
8. Pol. 218
9. 24 P.S. 5323
10. 24 P.S. 1425
11. Pol. 123.1
12. Pol. 123.2
13. 22 PA Code 12.1
14. 22 PA Code 12.4
15. 24 P.S. 1603-C

24 P.S. 5321 et seq

Saucon Valley School District

Policy

Title – 123.1 Concussion Management

Section – 100 Programs

Adopted –

Revised –

Content

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for ~~prevention, detection and treatment of~~preventing, detecting, and treating concussions sustained by students while participating in ~~an~~ athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:[1]

1. A licensed physician ~~who is~~ trained in the evaluation and management of concussions.

2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.

3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:[1]

1. Interscholastic athletics. [2]

2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities, and sports activities sponsored by school-affiliated organizations.[3]
[1]
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[3]

4. Practices, interschool practices and scrimmages for all athletic activities.[2][3]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every ~~student-athlete and his/her parent/guardian shall sign and return the acknowledgement~~student-athlete and their parent/guardian shall sign and return the acknowledgment of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[[2]4]

The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.

Guidelines

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management, and recovery process. In addition to the student--athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.[4]

Removal from Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[4]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[4]

Training

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.[4]

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[4]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and ~~for~~ the next season.

3. For a **third** violation, permanent suspension from coaching any athletic activity.

Legal

1. 24 P.S. 5322

2. Pol. 123

3. Pol. 122

4. 24 P.S. 5323

24 P.S. 5321 et seq

Policy

Title – 123.2 Sudden Cardiac Arrests

Section – 100 Programs

Adopted –

Revised –

Content

Authority

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for the prevention and recognition of sudden cardiac arrest in student-athletes.[1]

Definition

Athletic activity shall mean all of the following:[1]

1. Interscholastic athletics.[2]
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the **district**, including cheerleading, club-sponsored sports activities, and sports activities sponsored by school-affiliated organizations.[3][1][HJJ2]
3. Noncompetitive cheerleading that is sponsored by or associated with the **district**.[3]
4. Practices, interschool practices, and scrimmages for all athletic activities, **as defined above**.[2][3]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student-athlete and **their** parent/guardian shall sign and return the ~~acknowledgement~~ acknowledgment of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet **that includes information about electrocardiogram testing**.[1][3]

Guidelines

The school

~~{ }~~ may

~~{ } shall~~

hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest **and information about electrocardiogram testing**. In addition to the student~~-~~athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, **cardiologists**, and athletic trainers.[1]

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[1]

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.[1]

Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner, or cardiologist.[1]

Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[1]

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following **minimum** penalties:[1]

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.

2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.

3. For a **third** violation, permanent suspension from coaching any athletic activity.

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Legal References

1. 24 P.S. 1425
2. Pol. 123
3. Pol. 122

Pol. 822

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Saucon Valley School District

Policy

Title – 143 Standards for Persistently Dangerous Schools

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001, hereby adopts the following standards for identifying persistently dangerous schools.[1][2]

Definitions

As used in these standards, the following terms shall be defined as provided herein:[3]

Dangerous incidents - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).

Department - shall mean the Pennsylvania Department of Education.

Local Educational Agency or LEA - shall include a school district, a career and technical school, an intermediate unit or a charter school.

Persistently dangerous school - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:

1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.

2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least 2% of the school's enrollment.

3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.

Guidelines

Student Opportunity to Transfer

1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.

2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.

Delegation of Responsibility

Department of Education's Responsibilities

1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.

2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.

3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.

4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school’s progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.

5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.

6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.

LEA's Responsibilities

1. Pursuant to Pennsylvania's Safe Schools Act, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities.[4]

2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.

3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.

4. The notification and offer to transfer shall state that no student is required to transfer to another school.

5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.

6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/ guardian.

7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.

8. A charter school only has to accept a student who meets its admission criteria if space is available.

9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as

persistently dangerous.

11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.

12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.

Legal

1. 20 U.S.C. 7912
2. 22 PA Code 403.6
3. 22 PA Code 403.2
4. 24 P.S. 1303-A

24 P.S. 2603-B

22 PA Code 403.1

Saucon Valley School District

Policy

Title – 144 Standards for Victims of Violent Crimes

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001(Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that they attend.[1][2]

Definitions

As used in these standards, the following terms shall be defined as provided herein:[3]

Local Educational Agency or LEA - shall include a school district, a career and technical school, an intermediate unit or a charter school.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.

Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that they attend.

Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:

1. Kidnapping.

2. Robbery.

3. Aggravated assault (on the student).

4. Rape.

5. Involuntary deviate sexual intercourse.

6. Sexual assault.

7. Aggravated indecent assault.

8. Indecent assault.

9. Attempt to commit any of the following: homicide, murder, or voluntary manslaughter.

Guidelines

Student Opportunity to Transfer

1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that they attend, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.

2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials.

3. A student victim (or their parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.

Delegation of Responsibility

LEA's Responsibilities

1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that they have the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school.

2. The notification and offer to transfer shall state that no student is required to transfer to another school.

3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.

4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/ guardian.

5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.

6. A charter school only has to accept a student who meets its admission criteria if space is available.

7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

Legal

1. 20 U.S.C. 7912
2. 22 PA Code 403.6
3. 22 PA Code 403.2

24 P.S. 2603-B

22 PA Code 403.1

Policy

Title – 218 Student Discipline

Section – 200 Pupils

Adopted – July 25, 2006

Revised –

Content

Purpose

The Board ~~finds~~ **recognizes** that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Definition~~Definition~~

Corporal punishment - physically punishing a student for an infraction of the discipline policy [22 PA Code 12.5]

~~**Corporal punishment** – a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.~~

Authority

The Board shall establish fair**,** ~~and~~ reasonable **and nondiscriminatory** rules and regulations regarding the conduct of all students in the ~~school~~ district ~~during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities~~.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline**, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline**.[1][2][4][5][6]**[7]**[8]

~~{ }~~ The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable. [9]~~[10]~~

The Board prohibits the use of corporal punishment **by district staff** to discipline students for violations of **Board** ~~district~~ policies**, the Code of Student Conduct and district** rules and regulations.[10~~1~~]

Any student disciplined by a district employee shall have the right to ~~notice~~ **be informed of the nature** of the infraction **and the applicable rule or rules violated**. [11~~2~~]

When suspensions and expulsions **are imposed, they** shall be carried out in accordance with **Board** policy ~~233~~.**[7]**[11~~2~~]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with ~~local~~ law enforcement and Board policies.[5][7][11~~3~~][13][14][15]~~[16]~~

~~Each student must adhere to Board Policies and the Code of Student Conduct governing student discipline.~~

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy ~~shall~~ **and the Code of Student Conduct** also apply to student ~~conduct~~ **behavior** that occurs ~~off school property and would violate the Code of Student Conduct if~~ **at other times and places ("off-campus") when**:[3]

1. ~~There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~ The conduct **involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;**

2. ~~Students expression or~~ **The** conduct materially and substantially disrupts ~~the operation of~~ **or interferes with** the school~~, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school~~ **environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;**

3. ~~The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~ **The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;**

4. The conduct involves the theft or vandalism of school property; **or**

5. The **proximity, timing or motive for the** conduct **in question or other factors pertaining to the conduct otherwise establish** ~~has~~ a direct ~~nexus~~ **connection** to attendance at school, **to the school community,** or **to** a school-sponsored activity. ~~,such as an agreement made on school property to complete a transaction outside of school~~**This would include, for example**, **but not be limited to, conduct** that would violate the Code of **Student** Conduct if **it occurred** in school **that is committed in furtherance of a plan** made **or agreed to** in school, **or acts of vandalism directed at the property of school staff because of their status as school staff.**

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, ~~and~~ the sanctions that may be imposed for violations of those rules**, and a listing of students' rights and responsibilities**. A copy of the Code of Student Conduct shall be available in each school library and school office **and may be included in student handbooks and on the district website**.[1][8]

The building principal or designee shall have the authority to assign discipline to students, subject to **Board** policies, **administrative** ~~rules and~~ regulations, ~~of the district~~ **the Code of Student Conduct and school rules**, and to the student's due process right to notice, hearing, and appeal.**[7][11~~2~~]**[16~~7~~][17~~8~~]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others**, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules**.[16~~7~~]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and/or for the protection of persons or property.[11]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of the School Code. ~~Code~~ ~~under the Safe Schools Act~~.[18][19][20] ~~[21]~~

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency ~~local police department~~ that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with ~~local~~ law enforcement and Board policies.[1~~5~~6][1~~8~~9][20][21][22][23] ~~[24]~~

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement agency ~~local police department~~ that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[1~~5~~6][1~~8~~9][2~~4~~5]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education~~Office for Safe Schools~~ on the required form.[1~~5~~6][20][23][25][26][27][28]~~[29]~~

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, in accordance with applicable law and Board policy.[29][30][~~31~~]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

NOTES:

Act 116 of 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespassers – Title 18, Sec. 3304 (3503)

~~**PSBA Revision 3/22 © 2022 PSBA**~~

Legal References

1. 22 PA Code 12.3
2. 22 PA Code 12.4
3. 24 P.S. 510
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 113.1
8. Pol. 235
9. ~~Pol. 832~~

9. ~~10.~~ Pol. 146.1
10.~~11.~~ 22 PA Code 12.5
11~~2~~. Pol. 233
12~~3~~. 22 PA Code 10.23
13~~4~~. 20 U.S.C. 1400 et seq
14~~5~~. Pol. 113.2
15~~6~~. Pol. 805.1
16~~7~~. 24 P.S. 1317
17~~8~~. 24 P.S. 1318
18~~9~~. 22 PA Code 10.2
~~1920. 24 P.S. 1303-A~~
~~21~~. 35 P.S. 780-102
21~~2~~. 22 PA Code 10.21
22~~3~~. 22 PA Code 10.22
~~24. 24 P.S. 1302.1-A~~
~~25. 22 PA Code 10.25~~
23~~6~~. Pol. 218.1
26~~7~~. Pol. 218.2
27~~8~~. Pol. 222
28~~9~~. Pol. 227
29~~30~~. 24 P.S. 1302-E
30~~1~~. Pol. 236.1
20 U.S.C. 7114
22 PA Code 12.1 et seq
22 PA Code 403.1
34 CFR Part 300
Mahanoy Area School District v. B.L., 594 U.S. _____ (2021)
Pol. 122
Pol. 123
Pol. 218.3
Pol. 805

Saucon Valley School District

Policy

Title – 218.2 Terroristic Threats

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a **terroristic** threat or act.

Definitions

Communicate - **shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.**[1]

Terroristic threat - shall mean a threat to commit violence communicated **either directly or indirectly to commit any crime of violence** with the intent to terrorize another; to cause evacuation of a building, **place of assembly or facility of public transportation**; or to **otherwise** cause serious public inconvenience, **or cause terror or serious public inconvenience with** in reckless disregard of the risk of causing such terror or inconvenience.[1]

~~Terroristic act – shall mena an offense against property or involving danger to self or another person.~~

Authority

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member,

community member or ~~school building~~**property owned, leased or being used by the district.**

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[2][3][4][5][6][7]

Delegation of Responsibility

The ~~Board directs the~~ Superintendent ~~or designee~~**, in coordination with the threat assessment team, shall** react promptly to information and knowledge concerning a possible or actual terroristic threat ~~or act~~. Such action shall be in compliance with state law and regulations**, Board policy and administrative regulations,** the procedures set forth in the memorandum of understanding with law enforcement agencies having jurisdiction over school property ~~local law enforcement officials~~ and the district's emergency preparedness plan.~~[2]~~[3][4]~~[5][6]~~ [2][8][9][10][11]

Guidelines

~~When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:~~

~~1. The building principal may immediately suspend the student.~~

~~2. The building principal shall promptly report the incident to the Superintendent.~~

~~3. Based on further investigation, the Superintendent may report the student to law enforcement officials.~~

~~4. The building principal shall inform any person directly referenced or affected by a terroristic threat.~~

~~5. The Superintendent may recommend expulsion of the student to the Board.~~

In all cases of terroristic threats, where 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, in accordance with applicable law and Board policy.~~[3]~~[4] [8][10]

Staff members and students shall be **made aware of their** responsibility for informing the **threat assessment team ~~building principal~~** regarding any information or knowledge relevant to a possible or actual terroristic threat ~~or act~~.~~[4]~~[7] [10][12]

The ~~building principal~~**threat assessment team** shall immediately inform the Superintendent after receiving a report of such a **or designee, School Safety and Security Coordinator and building principal** of **a terroristic** threat ~~or act~~**, in accordance with Board policy and administrative regulations.~~**[4]** [10]

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency ~~local police department~~ that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with ~~local~~ law enforcement and Board policies.~~[2]~~[6]~~[8][9][10]~~ [2][9][13]**[14][15]

**The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement agency ~~local police department~~ that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.~~[6]~~[9][11]~~ [2][14][16]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the PA Department of Education ~~Office for Safe Schools~~ on the required form.~~[6]~~[8]~~ [2][9][13]**

~~In the case of a student with a disability, **including a student for whom an evaluation is pending**, the district shall take all steps required to comply with the Individuals with Disabilities Education Act **state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and** follow Board policy**ies**.[6][12][13][14][15][16]~~

~~{~~} If a student is expelled for making terroristic threats ~~or committing terroristic acts~~, the Board may require, prior to readmission, that the student provide competent and credible evidence **from a behavioral service provider** that the student does not pose a risk of harm to others.~~**[4][15][17]**~~ [10][6][17]

NOTES:

Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706

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Legal References

1. 18 Pa. C.S.A. 2706
2. Pol. 805.1

3. 22 PA Code 10.23
4. 20 U.S.C. 1400 et seq
5. Pol. 103.1
6. Pol. 113.1
7. Pol. 113.2
8. 24 P.S. 1302-E
9. 24 P.S. 1319-B
10. Pol. 236.1
11. Pol. 805
12. 22 PA Code 12.2
13. 24 P.S. 1306.2-B
14. 22 PA Code 10.2
15. 22 PA Code 10.22
16. 22 PA Code 10.25
17. Pol. 233
34 CFR Part 300

~~1. 18 Pa. C.S.A. 2706~~
~~2. 24 P.S. 1302.1-A~~
~~3. 24 P.S. 1302-E~~
~~4. Pol. 236.1~~
~~5. Pol. 805~~
~~6. Pol. 805.1~~
~~7. 22 PA Code 12.2~~
~~8. 24 P.S. 1303-A~~
~~9. 22 PA Code 10.2~~
~~10. 22 PA Code 10.22~~
~~11. 22 PA Code 10.25~~
~~12. 22 PA Code 10.23~~
~~13. 20 U.S.C. 1400 et seq~~
~~14. Pol. 103.1~~
~~15. Pol. 113.1~~
~~16. Pol. 113.2~~
~~17. Pol. 233~~
~~34 CFR Part 300~~

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Saucon Valley School District

Policy

Title – 218.3 ~~Discipline~~ Placement of Student Convicted/Adjudicated of Sexual Assault

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses ~~disciplinary~~ placement requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.[1]

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[1]

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.[1]

Sexual assault – means any of the following offenses:[1]

1. Rape.[2]

2. Statutory sexual assault.[3]

3. Involuntary deviate sexual intercourse.[4]

4. Sexual assault.[5]

5. Aggravated indecent assault.[6]

6. Indecent assault.[7]

Authority

The Board shall comply with the ~~disciplinary~~ placement requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.[1][8][9]

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Board expel the student, in accordance with law and Board policy.[9]

2. Transfer the student to an alternative education program.

3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to ~~implementing any disciplinary removal or~~ considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.[1][12][13][14][15][16][17]

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.

2. Being transported on the same school vehicle.

3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer enrolled in the district.

2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.[1][18]

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Legal References

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218

9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq
13. 34 CFR Part 300
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 113.3
18. Pol. 200

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Saucon Valley School District

Policy

Title – 222 Tobacco and Vaping Products

Section – 200 Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes that the use of tobacco **and vaping products, including electronic cigarettes**, by students presents a health and safety hazard that can have serious consequences for ~~both users, nonusers~~users, nonusers, and the safety and environment of the school **environment**. The purpose of this policy is to prohibit student possession, use, purchase, and sale of **tobacco and vaping products.**

Definition

For purposes of this policy, ~~State law defines the term~~ **tobacco product** ~~to broadly~~ **encompasses** not only tobacco but also vaping products, including ~~Juuls and other~~ electronic cigarettes (e-cigarettes). **Tobacco products,** for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

3. Any product containing, made, or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[1][2]

1. A product ~~that has been~~ approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. **NOTE:** ***This exception shall be governed by Board policy relating to Medications.*****[**3]

2. A device included under the definition of tobacco product above if sold by a dispensary licensed in compliance with the Medical Marijuana Act.
NOTE: ***Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.***[4]

Authority

The Board prohibits the possession, use, purchase, or sale of **tobacco products, regardless** of whether such products contain tobacco or nicotine, by or to students at any time in a school building, on any property, school buses, vans or other vehicles that are owned, leased or controlled by the school district; **on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property**.[1][2][5]

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[3]

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or

controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[4]

The Board authorizes the confiscation and disposal of **tobacco** products prohibited by this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement, and Board policies.[6][7][8][9][10][11]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians, and staff about the Board's tobacco and vaping products use policy by publishing information in student handbooks, the Code of Student Conduct, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[2]

~~{ } Code of Student Conduct~~

~~{ } school calendar~~

~~{ } district newsletter~~

Reporting

Parental Report –

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the possession, use, **purchase** ~~or sale of a **tobacco product**,~~, or sale of a tobacco product immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[11][12][13]

Annual School Safety and Security Incidents *Report -*

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of **tobacco products** by students to the ~~Office for Safe Schools~~ **PA Department of Education** on the required form.[11]**[14][15]**

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use, or sale of tobacco products by students on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the ~~School Resource Officer (SRO) or to the local police department that has jurisdictions over the school's property~~ **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[1][2][11][12]**[14][15]**[16]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

~~{ }~~ **School counselors shall provide students who have violated this policy with information regarding available tobacco cessation programs.**

Tampering with devices installed to detect use of **tobacco products** shall be deemed a violation of this policy and subject to disciplinary action pursuant to Board policy and the Code of Student Conduct.[17]

Students with Disabilities

In the case of students with disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board Policies.

Legal References

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 210
4. Pol. 227
5. 20 U.S.C. 7973
6. 22 PA Code 10.23
7. 20 U.S.C. 1400 et seq
8. Pol. 103.1
9. Pol. 113.1
10. Pol. 113.2

11. Pol. 805.1
12. 22 PA Code 10.2
13. 22 PA Code 10.25
14. 24 P.S. 1306.2-B
15. 24 P.S. 1319-B
16. 22 PA Code 10.22
17. Pol. 218
24 P.S. 510
20 U.S.C. 7114
20 U.S.C. 7118
20 U.S.C. 7971 et seq
34 CFR Part 300
Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Administrative Regulation

Title – 222-AR-0 Tobacco and Vaping Products

Section – 200 Pupils

Adopted –

Revised –

Content

Board policy prohibits students from possessing, using, purchasing or selling tobacco and vaping products at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the district; on property owned, leased or controlled by the district; or at school-sponsored activities that are held off school property.

For purposes of this administrative regulation, **tobacco product** encompasses not only tobacco but also vaping products and electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of Board policy and administrative regulations, and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does <u>not</u> include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
   NOTE: *This exception shall be governed by Board policy relating to Medications.*

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.
   NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

Prohibition of the possession, use, purchase and sale of tobacco products by students applies during normal school hours, as well as during school activities at other hours that take place in buildings and on buses, vehicles and property owned, leased or controlled by the school district. This policy will apply at all times a student is subject to the supervision of designated school staff, such as at any school function, extracurricular event, field trip, work-study program and other school-related activities.

District schools will maintain a tobacco product-free environment by taking positive action through educating students in the classroom on the health and safety hazards of using tobacco products; counseling individual students when necessary and appropriate; and communicating Board policy and administrative regulations with staff, students, parents/guardians and the community.

School counselors will provide interested students with information regarding available tobacco cessation programs.

Notices prohibiting possession, use, purchase and sale of tobacco products will be posted in district buildings and on district property.

District publications such as the Code of Student Conduct, student handbooks, district mailings, parental newsletters, the district website and programs for events will include notice of the Tobacco and Vaping Products policy.

Procedure

District administrators and staff will be responsible to ensure that students adhere to the adopted Board policy prohibiting student possession, use, purchase and sale of tobacco products. Students will also be notified that tampering with devices installed to detect the use of tobacco products on school property will be deemed a violation of Board policy and administrative regulations, and will be subject to disciplinary action. Violations will be in accordance with the following procedure:

1. All district employees will be required to report suspected possession, use, purchase or sale of tobacco products by students, or tampering of detection devices, to the designated building administrator.

2. The administrator will investigate the alleged violation of Board policy.

3. If the administrator determines the student has violated Board policy, the administrator will confiscate the material and determine the appropriate disciplinary action to be assigned, in accordance with the Code of Student Conduct. Confiscated material will be documented and may be disposed of by the building administrator following the investigation process.

4. Parents/Guardians will be notified of the student's offense and the disciplinary action taken by the administrator.

5. A record of the offense and the disciplinary action will be placed in the student's records.

6. The student may be referred to a **school** counselor, school nurse, Student Assistance Program (SAP) Team or other health or counseling services for health information or referral for tobacco cessation.

7. The administrator will report the offense to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.

222-AR-1. TOBACCO AND VAPING PRODUCT VIOLATION PARENTAL NOTIFICATION

Dear _____:
(Parent/Guardian)

This letter is to inform you that _____ was cited on
(Student's Name)

_____ for violation of School Board Policy #222 Tobacco and Vaping Products
(Date)

and applicable state law controlling possession, use, purchase, and sale of tobacco and vaping products, **including** electronic cigarettes, by school students. This violation occurred at

_____.
(Place of Violation)

The following disciplinary action has been assigned to the student, in accordance with the Code of Student Conduct:

_____

_____

_____

_____

_____

_____

Law enforcement notified _____ YES _____ NO

If you have any questions regarding this matter, please contact me.

Sincerely,

Building Administrator

Saucon Valley School District

Policy

Title – 226 - Searches

Section – 200 Pupils

Adopted – July 25, 2006

Revised – July 23, 2015

Content

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

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.[1][2][3][4]

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.[5][6][7]

Definition

For the purposes of this policy, **contraband** includes drugs, tobacco products, electronic cigarettes, alcohol, weapons, replicas of weapons, or other materials possessed by a student in violation of federal or state law or school policy.

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

General

Except as provided below, only principals and assistant principals may conduct the search of a particular student. The search must be conducted in the presence of at least one (1) other administrator or teacher, except in emergency situations in which the principal or assistant principal has reasonable suspicion that a student may have contraband that poses an immediate threat to the welfare and safety of other individuals in the school.

If a principal or assistant principal has reasonable suspicion that a particular individual is in possession of contraband, the administrator may use a hand-held metal detector to conduct a specific, non-randomized search of the individual and his/her personal effects.

A pat-down search of a student's person may only be conducted by a principal or assistant principal of the same sex, except: (1) in emergency situations in which the principal or assistant principal has reasonable suspicion that a student may have contraband on his/her person that poses an immediate threat to the welfare and safety of other individuals in the school; and (2) when the student's sex is different from both the principal and assistant principal, in which case the pat-down search must be conducted by another school official of the same sex.

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched 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.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images, or other data contained in a student's mobile telephone or other electronic device without the student's consent normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

The ~~Scope~~ scope of any such general searches or screenings must be designed to be both minimally intrusive and planned only for the purpose of discovering evidence of the contraband, violation or rules or illegal action sought.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community

strife or tensions or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have ~~represented that a warrant has been issued~~presented a duly authorized search warrant~~ or that they otherwise have proper authority for a lawful search~~.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and ~~to the extent~~ students do not have an~~y~~ expectation of privacy ~~of~~ in their lockers~~ at all, it is very limited~~.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student’s person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same

gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Disciplinary Consequences
Students who refuse to consent to a search request shall be considered in violation of this policy, insubordinate, and in defiance of authority. Refusal to cooperate with school officials shall constitute further grounds for exclusion from school. When the suspected item would constitute contraband of any kind or potential evidence of a crime (e.g., controlled substances, weapons or look-alike weapons, and stolen property), refusal to consent to search may also result in immediate referral to local police.

Legal

1. PA Const. Art. I Sec. 8
2. 24 P.S. 510
3. 22 PA Code 12.14
4. U.S. Const. Amend. IV
5. Pol. 218.1
6. Pol. 223
7. Pol. 227
8. Pol. 805.1

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)
In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)
Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

Saucon Valley School District

Policy

Title – 227 Controlled Substance Paraphernalia

Section – 200 Pupils

Adopted – September 26, 2006

Revised –

Content

Purpose

The Board recognizes that the **use and** abuse of controlled substances **as defined in this policy** is a serious problem with legal, physical and social implications for the whole school community. **The purpose of this policy is to prohibit student possession, use and/or distribution of controlled substances, except as permitted by applicable state or federal law and Board policy.[1][2]**

~~The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, and social implications for the whole school community. As such, Board is very much concerned about the problem that may be caused through the misuse of drugs and alcohol by students, especially as such misuse relates to the safety, efficiency, and productivity of the students. The Board adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.~~

The ~~P~~primary purpose and justification for any action on the part of the school staff in response to drug and alcohol abuse ~~would~~ shall be the protection of health, safety, and welfare of students, staff, and school property.

Definitions

For purposes of this policy, **controlled substances** shall include all:[3][4]

1. **Any** controlled substance prohibited by federal and ~~state or~~ **Pennsylvania** laws.

2. Look-alike drugs.

3. Alcoholic beverages.

4. Anabolic steroids.

5. Drug paraphernalia.

6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.

8. Prescription or **patent drugs** ~~nonprescription (over-the-counter) medications~~, except those for which permission for use in school has been granted pursuant to Board policy.[1][2]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The following words and phrases when used in this policy shall, for the purpose of the policy have the meanings respectively ascribed to them in this section, except where the context clearly indicates a different meaning.

Alcohol shall refer to any alcoholic or malt beverage.

~~**Illegal substance** shall include any substance which is unlawful for possession by students.~~

Anabolic steroid is defined by Act 93 of December 22, 1989, and includes any material, compound, mixture, or preparation that includes any of the following or any isomer, salt, or derivative of any of the following that acts in the same manner on the human body:

1. Chorionic.

2. Clostebol.

3. Dehydrochlormethylestosterone.

~~**Look-alike substance** is any tablet, capsule, or other substance packaged, designed, or intended to mimic the appearance and physical effect of any prohibited substance.~~

Drug paraphernalia means any utensil or item that may be associated with the use of controlled substances, as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act. ~~all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a prohibited substance in violation of the Controlled Substance, Drug, Device & Cosmetic Act, PACC Act 64 1972; or in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.~~

~~**Drug/Mood-altering substance/alcohol** shall include any alcohol or malt beverage, any drug listed in Act 64 of 1972, as amended, as controlled substance, contraband, cosmetic, designer drug, look-alike drug, anabolic steroids, counterfeit drug, paraphernalia, narcotic, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.~~

~~Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.~~

Distributing means to deliver ing, sell ing, pass ing, ~~share,~~ or give ing any ~~alcohol, drug, or mood-altering~~controlled substance, as defined by this policy, from one person to another or to aid therein.

Possession means to hold, handle, control, or conceal for personal use ~~possess or hold~~ without any attempt to distribute, any ~~alcohol, drug, mood-altering~~controlled substance ~~or drug-related paraphernalia~~, as defined in this policy or as determined to be illegal.

Cooperative behavior shall be defined as the willingness of a student to comply with the requests and recommendations of the staff and school personnel in a reasonable and helpful manner.

Uncooperative behavior is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute extreme examples of uncooperative behavior. ~~**Uncooperative behavior** shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facilit~~y.

Authority

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

It is this district's policy to prevent and prohibit the unauthorized possession, ~~and/or~~ use, and ~~the~~ distribution and/or sale of ~~alcohol, any illegal~~controlled substances, and any other medication or nutritional supplement (including anabolic steroids and vitamins) ~~which is~~that are not in compliance with the district's policy 210, Medications/Treatments/ Procedures. This prohibition shall apply to all students while on school property, at school-sponsored events, and/or traveling in school-provided vehicles. ~~It further prohibits the possession, use, distribution, and/or sale of any substance represented as any of the preceding substances (look-alike substances) and any paraphernalia suspected to be related to the use of the preceding substances.~~ It prohibits students from participating in any activity on school property, at a school-sponsored event, or while transported in a school-provided vehicle when under the influence of any of the substances identified in this policy.

The district's Comprehensive Substance Abuse Prevention program shall consist of a four-faceted approach, including (1) prevention; (2) intervention; (3) referral; and (4) support. Violations of the policy, as defined and described within the Substance Abuse Administrative Procedure, may result in permanent expulsion from the school by the Board or a lesser administrative penalty and/or a referral to the police. In the case of a disabled student, including a student for whom an evaluation is pending, the district shall take all steps required ~~necessary~~ to comply with ~~the Individuals with Disabilities Education Act shall be followed.~~ state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[8][9][10][11][12][13]

Student Assistance Teams consisting of specially trained school staff and community agency liaisons, shall be maintained at each building to assist with appropriate identification, intervention, referral, and support for students.

The privacy rights of parents/guardians and students will be protected, as required by law.

This policy will be implemented through the cooperative efforts of the faculty, administration, school employee groups, students, parents/guardians, and the community of the district.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property ~~and would violate the Discipline Code if:~~or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

~~1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.~~
~~2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.~~
~~3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.~~
~~4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of the school that would violate the Discipline Code.~~
~~5. The conduct involves the theft or vandalism of school property.~~

Delegation of Responsibility

The Superintendent or designee shall ~~prepare rules for identification~~ develop administrative regulations to identify and control ~~of~~ substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving ~~to deal with~~ students suspected of using, possessing, being under the influence or distributing controlled substances in school~~, up to and including expulsion and referral for prosecution~~.**[15]****[16]**[17]

2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

3. {} Provide education concerning the dangers of abusing controlled substances.

4. {} Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use, and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Guidelines

Violations of this policy may result in referral for prosecution and disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving **the prohibited** possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[13]**[15][16]**[20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving **the prohibited** possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of **prohibited** possession, use or sale of controlled substances to the **PA Department of Education on the required form.**[13]**[15][16]**

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

{} No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Confiscation will occur when there is a reasonable suspicion that a student is in possession of alcohol, drugs, mood-altering substances, or other substances or drug paraphernalia, and there exists an obligation to search for and seize chemicals or substance by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, bookbags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

~~Out-of-school suspension is a temporary exclusion from school attendance in accordance with law. While a student is suspended from school, for any length of time, the student will not participate in any school-sponsored activities.~~

~~The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances or alcohol during school hours, on school property, and at any school-sponsored event.~~

~~School district officers and employees who, in good faith in the scope of their official duties, report drug or alcohol abuse involving a student to another officer or employee of the district or to a parent, legal guardian or spouse of a student, or who refer a student for treatment, counseling, or disciplinary action, are entitled to statutory immunity from civil damage.~~

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their unauthorized use, possession, purchase or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva or the administration of a Breathalyzer test.

Legal References

1. Pol. 210
2. Pol. 210.1
3. 35 P.S. 780-102
4. 21 U.S.C. 812
5. 24 P.S. 510

6. 24 P.S. 511
7. 22 PA Code 12.3
8. 22 PA Code 10.23
9. 20 U.S.C. 1400 et seq
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. 24 P.S. 1306.2-B
16. 24 P.S. 1319-B
17. 42 Pa. C.S.A. 8337
18. Pol. 233
19. Pol. 236
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
24. 35 P.S. 807.1
25. 35 P.S. 807.2
22 PA Code 403.1
35 P.S. 780-101 et seq
35 P.S. 807.1 et seq
20 U.S.C. 7114
20 U.S.C. 7118
21 U.S.C. 801 et seq
34 CFR Part 300
Pol. 122
Pol. 805
Pol. 823

Saucon Valley School District

Administrative Regulation

Title – 227-AR-0 Controlled Substance-Paraphernalia

Section – 200 Pupils

Adopted – September 26, 2006

Revised –

Content

The district recognizes that **controlled** substance use and abuse is a serious problem with legal, physical and social implications for the entire school community. These administrative regulations represent a coordinated effort by the district to openly and effectively respond to the current and potential **prohibited** use of controlled substances by district students.

The district is committed to education, prevention and intervention with regard to the use of controlled substances by students. This commitment will be implemented through the use of communications with students and parents/guardians, a comprehensive K-12 drug and alcohol curriculum, parent/guardian and community support, a clear and consistent administrative and faculty effort and use of the Student Assistance Program, including both rehabilitative and disciplinary procedures.

Annually, building principals will notify students and parents/guardians through the student handbook**, Code of Student Conduct or other methods** of the resources available to students regarding substance **use** and of the disciplinary **consequences** for violation of the Board policy, administrative regulations and school rules governing **prohibited** use of controlled substances and paraphernalia by district students. Each building principal will utilize other means appropriate to student maturity levels to issue information regarding use of controlled substances by students. District administrators will utilize additional means to communicate such policy and administrative regulations, such as parent newsletters, district website and articles in **district** publications.

To implement the Board policy, corresponding administrative regulations will be followed by all district staff when responding to situations involving **prohibited** student use of controlled substances. Staff will receive instruction in administrative regulations during staff inservice programs.

A student who uses, possesses, distributes or is under the influence of any controlled substance as defined **in and prohibited by Board policy** during school hours, at any time while on school property, at any school-sponsored activity and during the time

spent traveling to and from school and school-sponsored activities will be disciplined in accordance with the Code of Student Conduct and be subject to the following procedures.

Definitions

The following definitions are used to implement and support the Board policy, administrative regulations and school rules governing the **prohibited** use of controlled substances and paraphernalia by students when under the **supervision** of the district. **Assessment** - an evaluation by a professional drug and alcohol counselor from the district, a local agency **or local provider**.

Behavior/Performance indicators - include, but are not limited to, a noticeable change in tardiness/attendance, grades, attentiveness **or conduct**, such as aggressiveness, **depression,** lack of motivation **or increased Code of Student Conduct violations**.

Controlled substances - **include:**

1. **Any controlled substance prohibited by federal or Pennsylvania laws.**

2. **Look-alike drugs.**

3. **Alcoholic beverages.**

4. **Anabolic steroids.**

5. **Drug paraphernalia.**

6. **Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.**

7. **Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.**

8. **Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. (Pol. 210, 210.1)**

Cooperative behavior~~on~~ - a student's willingness to work with district staff in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Program Team.

Distribution - delivering, selling, passing or giving any controlled substance from one (1) individual to another or to aid therein.

Drug paraphernalia - any utensil or item that may be associated with the use of controlled substances, **as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act**, ~~,~~ all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating,

growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; or in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Look-alike drug - any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by Board policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Medical emergency - includes situations where a student demonstrates symptoms of a possible overdose of a controlled substance, which may include incoherence; inability to respond; vomiting; unconsciousness; etc.

Possession - to **hold, handle, control, or conceal** for personal use, without any attempt to distribute as defined, any controlled substance.

School property - includes school buildings, **school grounds,** other district facilities on the grounds of the school campus, school buses **or school vehicles**, school bus stops, school parking areas and any facility **or vehicle** used for a school function, and includes student travel to and from school and a school-sponsored activity.

School-sponsored activity - includes any school-sponsored activity, such as field trips, athletics, band, cheerleading, school clubs and school activities, regardless of the time frame or location of the activity, and includes the travel time, the activity and any overnight stays. The time period of the activity encompasses the time period the student leaves school property until the student returns home.

Student Assistance Program (SAP) Team - a multidisciplinary team comprised of district staff, such as administrators, teachers, psychologists, nurses, counselors and community **behavioral** health and drug/alcohol counselors. The team is trained to understand and address issues of substance use, abuse and dependency and plays a primary role in the process of identifying and referring students in need of intervention. **(Pol. 236)**

Uncooperative behavior - a student shows resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the request or recommendations of the staff or school personnel. Defiance, assault, deceit, and flight shall constitute extreme examples of uncooperative behavior~~resistance or **refusal** to comply with the reasonable request or recommendation of school staff. **Examples** of uncooperative student behavior **include but are not limited to** defiance, **argument**, deceit and/or flight~~, as well as refusal to comply with recommendations of the Student Assistance Program Team.

Under the influence - any consumption or ingestion of controlled substances by a student.

Situational Categories

Student is suspected of possible use of a controlled substance, but there is no policy violation or physical evidence while on school property or at a school activity –

1. Immediate Action: Student is informed of available help, and referral to **SAP** Team is made.

2. **Considerations**: Data is collected by **SAP** Team to determine if there are behavior or performance indicators of problems from possible substance use.

3. Notification of Parent/Guardian: Counselors' notification will be limited to behavior or performance problems or, at the discretion of the **SAP** Team, concern about the student.

4. **Consequences**: A **conference** will be held by the **SAP** Team if data collected indicates a need.

*Student volunteers information about personal substance use or a **fellow student's substance use** and requests help –*

1. Immediate Action: Staff member refers student to a school nurse, counselor or member of **the SAP** Team.

2. **Considerations**: Data is collected **by the SAP Team** to determine if there are behavior or performance indicators of problems from possible substance use.

3. Notification of Parent/Guardian: **The SAP Team will meet with the parent/guardian to discuss the data collected, and also meet with the student. Together, the SAP Team and participants develop a plan that includes strategies for removing the learning barriers and promoting the student's academic and personal success, to include in-school and/or community-based services and activities.**

*Student **is found to be in possession** or under the influence of a controlled substance – First Offense, Cooperative –*

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.

2. Investigation: **The** student and **the student's** locker, **vehicle** and other possessions **on school property** may be searched by school administrators**, in accordance with Board policy**. **(Pol. 226)**

3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or**

suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. The Superintendent or designee will schedule an immediate conference **with the parent/guardian.**

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**

5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**

6. **Consequences**: Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233)**

   Recommendation will include suspension from school for 3 - 10 days. (Pol. 233)

   The Board may require the student to undergo a substance use assessment. A referral to the **SAP** Team will be made.

*Student **is found to be in possession** or under the influence of a controlled substance – First Offense, Uncooperative –*

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member remains with student at all times.

2. Investigation: **The** student, **the student's** locker, **vehicle** and other possessions **on school property will be** searched by school administrators, **in accordance with Board policy**. **(Pol. 226)**

3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. The Superintendent or designee** will request **the parent/guardian** to immediately come to the school.

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**

5. Disposition of Substance: **Building principal will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**

6. **Consequences**: Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233)**

   Recommendation will include suspension from school for 3 - 10 days. (Pol. 233)

   The Board may require the student to undergo a substance use assessment. A referral to the **SAP** Team will be made.

*Student **is found to be in possession** or under the influence of a controlled substance – Second Offense and Subsequent Offenses –*

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.

2. Investigation: **The** student and **the student's** locker, **vehicle** and other possessions **on school property will be** searched by **school** administrators, **in accordance with Board policy**. **(Pol. 226)**

3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. The Superintendent or designee** will request **the parent/guardian** to immediately come to the school.

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**

5. Disposition of Substance: **Building** principal **will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**

6. **Consequences**: Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233).**

   Recommendation will include suspension from school for 3 - 10 days. (Pol. 233)

   Recommendation may include a formal Board hearing and possible expulsion from school. (Pol. 233)

   The Board may require the student to undergo a substance use assessment. A referral to the **SAP** Team will be made.

Student is distributing, passing, sharing and/or selling a controlled substance –

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.

2. Investigation: **The** student and **the student's** locker, **vehicle** and other possessions **on school property** will be searched by **school** administrators, **in accordance with Board policy**. **(Pol. 226)**

3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. The Superintendent or designee** will request **the parent/guardian** to immediately come to the school.

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**

5. Disposition of Substance: **Building** principal **will confiscate items or substances found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that items or**

substances are properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)

6. **Consequences**: Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233).**

   Recommendation will include suspension from school for 3 - 10 days. (Pol. 233)

   Recommendation may include a formal Board hearing and possible expulsion from school. (Pol. 233)

   The Board may require the student to undergo a substance use assessment. A referral to the **SAP** Team will be made.

Student is found to be in possession of drug paraphernalia –

1. Immediate Action: **Building** principal is **notified**. The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.

2. Investigation: **The** student and **the student's** locker, **vehicle** and other possessions **on school property** will be searched by **school** administrators**, in accordance with Board policy**. **(Pol. 226)**

   If there is evidence of additional violation, the appropriate situational category will be followed.
3. Notification of Parent/Guardian: **The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident involving prohibited possession, use or sale of controlled substances, including drug paraphernalia, as a victim or suspect immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. The Superintendent or designee** will request **the parent/guardian** to immediately come to the school.

4. Notification of Law Enforcement: **Superintendent or designee will immediately report required incidents and may report discretionary incidents involving prohibited possession, use or sale of controlled substances, including drug paraphernalia, to the law enforcement agency that has jurisdiction over the school property, in accordance with law and Board policy. (Pol. 227)**

5. Disposition: **Building** principal **will confiscate item(s) found, which may be used as evidence in student discipline proceedings or a criminal investigation. The building principal will ensure that item(s) will be properly inventoried, secured and then properly disposed of or turned over to law enforcement authorities, in accordance with Board policy. (Pol. 226)**

6. **Consequences**: Student will be disciplined according to the Code of Student Conduct **and Board policy. (Pol. 218, 233).**

   Recommendation will include suspension from school for 3 - 10 days. (Pol. 233).

   A referral to the **SAP** Team will be made.

Student has a medical emergency related to controlled substance use, including symptoms of overdose, staggering, slurred speech, incoherence, dazed appearance –

1. Immediate Action: **Building** principal and school nurse are **immediately notified**. Standard medical emergency procedures are followed. Student is transported to an appropriate medical facility when necessary.

   Board policy and procedures regarding administration of Naloxone will be implemented, when applicable. (Pol. 823)

   Appropriate Situational Category above will be followed regarding controlled substance use, following resolution of medical emergency.

Saucon Valley School District

Policy

Title – 233 Suspension and Expulsion

Section – 200 Pupils

Adopted – October 10, 2006

Revised – December 3, 2019

Content

PurposeContent

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal laws and regulations.[1][2][3][4][5]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Guidelines

Exclusion From School - Suspension

The principal or person teacher 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 immediately notify the suspension parent/guardian and to the Superintendent as soon as possible in writing when the student is suspended.[1][7]

No student may be suspended without notice of the reasons for which the student s/he is suspended and an opportunity to be heard on their his/her 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. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

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 principal and assistant principal whenever possible.

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.[6]

Due Process Requirements for Informal Hearing[6]

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.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which the student is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing ~~before the Board, a duly authorized committee of the Board, a qualified hearing examiner appointed by the Board,~~ and upon action taken by the Board after the hearing. The formal hearing may be conducted before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board.[1][6][7]

Expulsion 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 a hearing. [1][6][7][8]

The Board requires that 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 his/her 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 the school poses a danger to the student or others in the school community.

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.

2. At least three (3) days' ~~Sufficient~~ notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures and notice of the

right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

3. The hearing shall be private unless the student or parent/guardian requests a public hearing.

4. ~~The right to~~ Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

7. The right to testify and present witnesses on the student's behalf.

8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent. ~~Recording of the proceedings by stenographer or tape recorder.~~ ~~A copy of the transcript available at the student's expense.~~

9. ~~The Hearing shall be held with all reasonable speed.~~ The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

    a. The need for laboratory reports from law enforcement agencies.

    b. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA).

    c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension period.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

~~A~~ Students who are under eighteen (18) years of age ~~who is expelled has forfeited his/her right to an education in the district schools, but s/he has not been excused from compliance with~~ are still subject to compulsory school attendance ~~statute~~ even though expelled and shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education ~~rests with the student's parent/guardian.~~ and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]~~When a student with an Individualized Education Program faces suspension or expulsion, the district shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.~~

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Discipline Code ~~Code of Student Conduct~~, in accordance with Board policy on student discipline.[14]

2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]

4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.

5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 20 U.S.C. 1400 et seq
5. 34 CFR Part 300
6. 22 PA Code 12.8
7. 24 P.S. 1318
8. 2 Pa. C.S.A. 101 et seq
9. 2 Pa. C.S.A. 101
10. Pol. 204
11. 24 P.S. 1326
12. Pol. 113
13. Pol. 113.1
14. Pol. 218
15. Pol. 216
16. Pol. 113.4

22 PA Code 12.3

Saucon Valley School District

Policy

Title – 237 Electronic Devices

Section – 200 Pupils

Adopted – September 26, 2006

Revised – June 23, 2025

Content

Purpose

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Therefore the Board adopts this policy to support ~~maintain~~ an educational environment that is orderly, safe and secure for district students and employees and free from distractions for its students, while aiming also recognizing that electronic devices may provide a positive contribution when used for educational purposes. ~~to permit pupils to reasonably and responsibly utilize mobile technology.~~

Definition

Electronic devices shall include all devices that can take photographs; record, play, or edit audio or video; store, transmit or receive calls, messages, text, data, or images; operate online applications; or provide ~~wireless, unfiltered~~ connection to the Internet.~~any personal communication device including, but not limited to, mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.~~

The Board prohibits the possession of laser pointers and telephone paging device/beeper by any student in district buildings and on district property, including on district buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the District. A school administrator may grant an exception to this specific prohibition when a student is a member of a volunteer ambulance, fire, or rescue squad or where the student has a medical condition that necessitates the use of a paging device/beeper.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

Except as permitted by this policy, ~~The~~the Board prohibits use of ~~electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; **and** during the time students are under the supervision of the district.~~electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public.[1]

~~The Board prohibits the use of electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.~~

Authorized Use of Electronic Devices

~~The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3][4][5]~~

The Board authorizes silent use of electronic devices by district students before and after the school day, between classes, and during ~~the school day~~non-instructional time in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.[4][5][6][HJJ1]

~~Students may use their personal electronic devices, in accordance with Board policy, only with written parental consent on a form provided by the district.~~[DB2]~~[HJJ3]~~

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, and the guidelines outlined below are authorized to develop school-specific rules to govern the permitted use of electronic devices in their buildings. ~~determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs.~~ Building principals shall ~~establish rules and~~ notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. ***For educational or instructional purposes, as determined and supervised by the classroom teacher.***

2. ***Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher, provided that the electronic device is kept does not emit any sounds and is kept in silent mode.~~.~~***

3. ***When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]***

~~**ELEMENTARY SCHOOL**~~

~~The board prohibits the use of any electronic device by any Elementary School student while in district buildings or on school grounds during school hours. An electronic devices 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 outlined under authorized use of electronic devices 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.

MIDDLE SCHOOL

The board prohibits the use of any electronic devices by any Middle School student while in district buildings or on school grounds during school hours except as follows below. An 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.

Exceptions:

- Students participating in after-school activities may use mobile phones under the following conditions:
- The mobile phone must remain off during the after-school activity
- The mobile phone may be turned on and used when authorized by the activity advisor, coach, or building administrator to make brief telephone calls to a parent or guardian, or other person providing transportation to the Student.
- 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.

HIGH SCHOOL

The board prohibits the use of any electronic devices by any High School student during instructional times during the school day (from the beginning of Homeroom until the end of the last period), except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Students in the High School are permitted to use electronic devices during noninstructional times including lunch periods, study halls, between classes, before school hours, and after school hours, so long as such use does not:

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

Students are prohibited from connecting to the School District's internet access without express authorization from a school administrator.

Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extra-curricular activities, and school sponsored trips. [DB4][HJJ5]

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. [DB6]

Loss or Damage to Electronic Devices

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

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Student Responsibility for Data Charges

No Student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any Student chooses to utilize such a device pursuant to this policy, the Student and Parents assume full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District information technology staff may not provide technical assistance to Students for their personal devices. However, this policy shall not prohibit district information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy.[4][7][8] 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.

~~Development of Administrative Guidelines~~ Delegation of Responsibility

The Superintendent or ~~his/her~~ designee may develop administrative guidelines to implement this policy. The Superintendent or designee shall annually ~~ensure that~~ notify students, parents/guardians and employees about the Board's electronic device policy. ~~are made aware of this policy and any administrative guidelines by means of each school's student handbook, the District website, or other reasonable means of written communication.~~

Legal References

1. 24 P.S. 510
2. Pol. 103.1
3. Pol. 113
4. Pol. 218
5. Pol. 815
6. Pol. 235
7. Pol. 226
8. Pol. 233

Saucon Valley School District

Policy

Title – 309 Assignment and Transfer

Section – 300 Administrative Employees

Adopted – September 12, 2006

Revised –

Content

Purpose

The assignment and transfer within the district of administrative employees shall be in accordance with the administrative and management needs of the district.

Authority

The Board shall approve the initial assignment of ~~administrative~~ personnel at the time of employment. ~~and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.~~

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.

The Superintendent shall, in considering any assignment or transfer, base the decision on:

1. Impact of proposed assignment on the educational program.
2. Employee's background, experience and preparation for the position.
3. Employee's success in former positions.
4. Employee's length of service in the district and in the position presently held.
5. Recommendations of the employee's administrative supervisors.
6. Administrative and operational efficiency advanced by the proposed assignment.

Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Administrative staff members shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an administrative staff member during the school year for good cause.

Legal References

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

Saucon Valley School District

Policy

Title – 323 Tobacco and Vaping Products

Section – 300 ~~Administrative~~ Employees

Adopted – May 11, 2021

Revised –

Content

Purpose

The Board recognizes that tobacco **and vaping** products, **including electronic cigarettes,** ~~use~~ present a health and safety hazard that can have serious consequences for users, nonusers~~ and,~~, and the ~~safety and environment of the~~ school~~s~~ **environment**. The purpose of this policy is to regulate use of tobacco and **vaping** products by district employees and contracted personnel.

Definition

For purposes of this policy, ~~State law defines the term~~ tobacco product ~~to broadly~~ encompass**es** not only tobacco but also vaping products including~~ Juuls and other~~ electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

a. Tobacco, whether in its natural or synthetic form; or

b. Nicotine, whether in its natural or synthetic form, ~~which~~ is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part, or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[1][2]

1. A product ~~that has been~~ approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. A device~~,~~ included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. ***Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.***[3][4]

For the purposes of this policy, vaping products include ~~products marketed under the brand name Juul,~~ any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco products by **district** ~~administrative~~ employees **and contracted personnel at any time** in **a** school building~~ and on any property~~; **on school** buses, vans or **other** vehicles that are owned, leased **or controlled** by the school district; **or on property owned, leased** or controlled by the school district.[2][5][6]**[7]**

~~{ } , except as expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums or bleachers.~~

~~{ }~~ The Board also prohibits use of **tobacco products** by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.[2]

This policy does not prohibit possession of tobacco products by district employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco product to a student.[1]

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters and other efficient methods such as posted notices, signs and on the district website.[2]

Reporting

Annual School Safety and Security Incidents *Report –*

The Superintendent shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco products on school property to the ~~Office of Safe Schools~~ **PA Department of Education** on the required form.**[8][9]**[10]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents involving the sale of tobacco products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the ~~local police department~~ **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[1][2][3]**[8][9]**[10][11][12]

Legal References

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 35 P.S. 637.1 et seq
8. 24 P.S. 1306.2-B
9. 24 P.S. 1319-B
10. Pol. 805.1
11. 22 PA Code 10.2
12. 22 PA Code 10.22

20 U.S.C. 7971 et seq

Saucon Valley School District

Policy

Title – 351 Controlled Substance Abuse

Section – 300 ~~Administrative~~ Employees

Adopted – February 13, 2007

Revised –

Content

Purpose

The Board recognizes that the misuse of ~~drugs~~ **controlled substances** by **administrative, professional, and support employees** is a serious problem with legal, physical, and social implications for the whole school community and is concerned about the problems that may be caused by ~~drug use~~**controlled substance abuse** by **district** employees, especially as~~the use~~ **it** relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.

Definitions

Controlled Substances ~~**Drugs**~~ – shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[1]

Conviction – **for purposes of this policy, is defined as** a finding of guilt, including a plea of nolo contendere, an ~~or~~ imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.[2]

Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use, or possession of a controlled substance.[2]

Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing ~~**dispensation**~~, possession, or use of a controlled substance.[2]

Authority

The Board requires that each administrative, **professional, and support employee** be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace **immediately**, **but** no later than ~~five (5) days~~ seventy-two (72) hours, after such conviction.[3][4]

Any employee convicted of delivery of or possession of a controlled substance or convicted of possession of a controlled substance with the intent to deliver **or convicted of an offense defined as a felony under the Controlled Substance, Drug, Device and Cosmetic Act, shall be terminated from his/her employment with the district, in accordance with applicable law, regulations and Board policy.**[1]**[3]**[5]**[6]**

In addition, Saucon Valley School District employees located in workplace areas which are not under the direct operational control of the district shall be covered by this policy.

Delegation of Responsibility

A statement notifying employees that the unlawful manufacture, distribution, dispensing, ~~**dispensation**~~, possession or use of a controlled substance is prohibited in the employee's workplace shall be provided by the

~~{ }~~ Superintendent or designee

~~{ } Personnel Director~~

~~{ } Business Manager~~

~~{ } (Other) _____~~

and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.[4][7]

Within ten (10) days after receiving notice of the conviction of a district employee, the district shall notify any federal agency or department that is the grantor of funds to the district.[4]

The district shall take appropriate personnel action within thirty (30) days of receiving notice ~~with respect to any~~ **against any** convicted employee, ~~The district shall take appropriate personnel action against such an employee,~~ up to and including termination, ~~and may~~ or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.[4]**[6]**[7]

~~The Superintendent or designee shall~~ **In** establishing a drug-free **workplace** awareness program, the

~~{ }~~ Superintendent or designee

~~**{ } Personnel Director**~~

~~**{ } (Other) _____**~~

shall inform employees about:[4]

1. **Dangers of drug abuse in the workplace.**
2. **Board's policy of maintaining a drug-free workplace.**
3. **Availability of drug counseling, drug rehabilitation and employee assistance programs.**
4. **Penalties that may be imposed for drug abuse violations occurring in the workplace.**

The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.[4]

Guidelines

The Superintendent or designee shall immediately report incidents involving the prohibited possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[8][9][10][11][12][13]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of controlled substances or drug paraphernalia to the PA Department of Education on the required form.[8][9][13]

Legal References

1. 35 P.S. 780-101 et seq
2. 41 U.S.C. 8101
3. 24 P.S. 111
4. 41 U.S.C. 8103
5. 24 P.S. 527
6. Pol. 317
7. 41 U.S.C. 8104
8. 24 P.S. 1306.2-B
9. 24 P.S. 1319-B
10. 22 PA Code 10.2
11. 22 PA Code 10.21
12. 35 P.S. 780-102
13. Pol. 805.1

41 U.S.C. 8101 et seq

Pol. 810.1

Pol. 810.3

Administrative Regulation

Title – 351-AR-0 Drug-Free Workplace Notice

Section – 300 ~~Administrative~~ Employees

Adopted –

Revised –

Content

Controlled substance abuse in the workplace is a danger to all students and employees. District schools and property are designated by federal and state laws and Board policy and district administrative regulations as drug-free workplaces.

All district employees shall receive this notice in accordance with applicable law and Board policy.

You are hereby notified that Board policy prohibits all district employees from the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances in district schools, facilities and property.

The district shall take appropriate disciplinary action, up to and including termination of employment and referral for prosecution, of an employee who is convicted of a **criminal drug statute, in accordance with state and federal laws and regulations, and Board policy**. An employee who is convicted of delivery of a controlled substance or of possession of a controlled substance with the intent to deliver **or convicted of an offense defined as a felony under the Controlled Substance, Drug, Device and Cosmetic Act,** shall be terminated from district employment, **in accordance with applicable law, regulations and Board policy**.

You are further notified that as a condition of district employment, you must comply with Board policy and notify your building principal, immediate supervisor or Superintendent of your conviction of a criminal drug statute **for a** violation occurring in the workplace **immediately, but** no later than **seventy-two (72) hours** after such conviction.

Each employee must acknowledge that **they have** read the above statement and understand the provisions stated. Complete and sign the acknowledgement form on the following page and return it to your building principal or immediate supervisor.

Employee Acknowledgement Form

This is to acknowledge that I have received a copy of the Drug-Free Workplace Notice, and I have been informed of the Board policy prohibiting employees' **controlled substance abuse** in district schools and on district property. I agree to abide by Board policy and this notice in all respects.

_____
Employee Signature

_____
Date

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

351-AR-1. RECORD OF REASONABLE SUSPICION OF CONTROLLED SUBSTANCE ABUSE

Employee Name: _____ Date of Record: _____

Location of Observation or Source of Suspicion: _____
_____

List reasons why individual is suspected of violating the Board's **Controlled Substance** Abuse policy. Include information about what happened, who was present, and when the incident(s) occurred: _____
_____
_____
_____

List signs of impaired or unsafe performance that was observed, as well as date and time of observation: _____
_____

If observable changes occurred in employee's performance, list changes: _____
_____
_____

List physical symptoms of possible **controlled** substance abuse or use that employee has manifested:
Eyes: _____
Coordination: _____
Speech: _____
Breath: _____
Other: _____

Other relevant comments: _____
_____
_____

Name of person reporting suspicion: _____
Title:_____

Signature: _____ Date: _____
_____

Saucon Valley School District

Policy

Title – 409 Assignment and Transfer

Section – 400 Professional Employees

Adopted – September 12, 2006

Revised –

Content

Purpose

The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.

Authority

The Board shall approve the initial assignment of ~~professional~~ personnel at the time of employment. ~~and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.~~

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.

The Superintendent shall, in considering any assignment or transfer, base the decision on:

1. Need to balance various teaching skills among schools.
2. Changing student population within district schools.
3. Impact of proposed assignment on the educational program.
4. Employee's background, experience and preparation for the position.
5. Employee's success in former positions.
6. Employee's length of service in the district and in the position presently held.
7. Recommendations of the employee's administrative supervisors.

8. Administrative and operational efficiency advanced by the proposed assignment.

Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of a professional staff member during the school year for good cause.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Legal References

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

Saucon Valley School District

Policy

Title – 913.1 - Flyers

Section – 900 Programs

Adopted –

Revised –

Content

Purpose

The purpose of this policy is to improve communication with parents/guardians by electronically sharing information that, while not generated by the schools, may be beneficial to students.

Definitions

Group I – Board-approved, school district-sponsored extracurricular, co-curricular, and athletic activities.

Group II- school-affiliated organizations, as defined in Policy 915.

Group III – non-profit, school-age athletic leagues, with 75% of participants in Saucon Valley School District.

Guidelines

The district will adhere to specific guidelines for the distribution of information to students. [Pol. 707] [Pol. 915]

Electronic flyers for Group I, Group II, and Group III will be considered. Requests for permission to post information about events, products, or the location where information may be accessed must be submitted to the

Superintendent or designee using the Flyer Approval and Submission Form found on the Saucon Valley School District website.

In order to meet website accessibility guidelines, electronic flyers must be submitted in a ~~Microsoft~~ format ~~(Word, Publisher, etc.) or as a pdf file created from the native file~~ the District specifies. Scanned images will not be approved.

Flyers/Information for programs/events/activities for Group~~s I, II and~~ III must include the following disclaimer, "The Saucon Valley School District does not sponsor or sanction this program/event/activity."

Requests must be submitted at least two (2) weeks prior to the requested distribution date. If hard copies are requested, ~~and~~ approved, ~~information will be~~ and provided by the group to the School District to be distributed by the District.

Submitting organizations will be notified by email of the district's decision.

Saucon Valley School District

Policy

Title – 916 Volunteers

Section – 900 Community

Adopted –

Revised –

Content

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[2][3][4][5][6]

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[7]

Definitions

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

Adult - an individual eighteen (18) years of age or older.[8]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[9][10]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[8]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[8]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[8]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[11]

Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[10]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.

2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the

~~{ } Board.~~

~~{ }~~ Superintendent or designee.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[10]

2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[10]

3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[9][10][12]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[10]

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[13]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[10]

Tuberculosis Test

Prior to participating in student activities, volunteers working ten (10) or more hours per week in direct contact with students shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[14][15]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[12]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[12]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[12]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[16][17]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

To ensure the proper support for the volunteer programs of the District, the following minimal requirements shall apply:

1. Each building administrator who uses volunteers in any capacity shall be responsible for training said volunteers. The Athletic Director and individuals in charge of extra-curricular activities shall be responsible for ensuring that all volunteers have submitted required clearances and receive appropriate training to perform the duties associated with their assignment.

2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site. The Athletic Director and the Student Activities Coordinator, as applicable, will assume general authority and responsibility over all volunteers participating in athletic or other extracurricular activities sponsored by the District..

3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the District's professional employees. These guidelines will be outlined in a required volunteer orientation training conducted by the building administrator, the Athletic Director, the Student Activities Director or their respective designees.

Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[17][18][19][20]**[21]**

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill **their** responsibilities. Volunteers with access to confidential student information

shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.**[22]**[23]

~~{ }~~ Liability Insurance

The district shall provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

~~{ }~~ Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Superintendent or designee.

~~{ }~~ Acknowledgement

Each volunteer shall affirm in writing that **they** have been provided with a copy of, have read, understand and agree to comply with this policy.

~~**{ } Senior Volunteer Tax Credit Program**~~

~~**Senior volunteer tax credit programs have been shown to provide necessary supports for academic programs while reducing the burden of property taxes on senior citizens who participate in such programs. The positive contributions of senior volunteers and their teamwork with teachers and students can result in a rewarding experience for all.**~~

~~**The Board establishes a Senior Tax Reduction Incentive Volunteer Exchange Program to allow individuals who are at least sixty (60) years of age, who own real property in the district and have resided within the district for at least ninety (90) days, to receive a real property tax credit in exchange for volunteer service in the district, as permitted by state law and this policy.[24]**~~

~~**The district may seek private and public funding sources to support the program.[25]**~~

~~**The Board may adopt and enforce reasonable rules and regulations governing the acceptance and participation of individuals in the program, in accordance with applicable law and Board policy.[1][3]**~~

~~**All participants in the Senior Tax Reduction Incentive Volunteer Exchange Program shall comply with the guidelines set forth for other volunteers in the district, including, but not limited to, background check certifications, reports, training and confidentiality requirements.[3][26]**~~

~~Participants receiving other compensation from the district for their services shall not be eligible for the tax credit. Each volunteer service hour provided by an eligible participant shall be provided with a real property tax credit valued at no less than the minimum hourly wage, as required by law.[3][27][28]~~

~~The rate of a real property tax credit for a participant shall be established by the Board and may not exceed the total amount of real property taxes that are owed.[3]~~

~~The types of services that participants provide through the program must enhance and provide a direct public benefit to the academic program of the district.[3]~~

~~The program may not replace or supplant existing employee positions in the district.[29]~~

~~Real property tax credits shall not be transferable to another individual.~~

~~{ } Only one (1) participant per household shall be permitted in the program per fiscal year.~~

~~The Board reserves the right to suspend or discontinue the program at any time; however, participants who have earned real property tax credits shall be entitled to use them in accordance with this policy.~~

Legal References

1. 24 P.S. 510
2. 42 U.S.C. 12101 et seq
3. 53 P.S. 6926.1903
4. 43 P.S. 951 et seq
5. Pol. 103
6. Pol. 718
7. Pol. 824
8. 23 Pa. C.S.A. 6303
9. 23 Pa. C.S.A. 6344
10. 23 Pa. C.S.A. 6344.2
11. Pol. 907
12. 23 Pa. C.S.A. 6344.3
13. 23 Pa. C.S.A. 6344.4
14. 24 P.S. 1418
15. 28 PA Code 23.44

16. 23 Pa. C.S.A. 6311
17. Pol. 806
18. Pol. 123
19. Pol. 123.1
20. Pol. 123.2
21. Pol. 805
22. Pol. 113.4
23. Pol. 216
24. 53 P.S. 6926.1901 et seq
25. 53 P.S. 6926.1906
26. Pol. 916
27. 29 U.S.C. 201 et seq
28. 43 P.S. 333.101 et seq
29. 53 P.S. 6926.1905
23 Pa. C.S.A. 6301 et seq
53 P.S. 6926.301 et seq
72 P.S. 7301 et seq
Pol. 606

Title – Safe2Say Something Procedures

Section – 800 Operations

Adopted –

Revised –

Content

Note: These procedures are designed as a resource and framework to be reviewed and modified by the school district based on your specific staffing, needs and resources. School Code 1303-D requires that school districts implement procedures to assess and respond to Safe2Say Something Program reports, but it does not specify content of those procedures. Please work with your school safety and security personnel, your school solicitor and the county emergency dispatch and law enforcement agency(ies) in developing and implementing procedures that meet the needs of your schools, students, staff and community.

Overview

In accordance with law, the district establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which district administrators and staff will operate and coordinate with the county emergency dispatch center and law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;

2. A Safe2Say Something program secure website; or

3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through any of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

Report Categorization and Delivery

Reports, also known as tips, will be analyzed by the Safe2Say Something Crisis Center and categorized based on definitions determined and approved by the Office of the Attorney General.

The following lists provide examples of incidents, concerns or threats that may be categorized as Life Safety, Non-Life Safety or Non-Notification, and are not all-inclusive lists. The status of a report may also be changed at the discretion of the Safe2Say Something Crisis Center when additional information becomes available regarding the report.

The Safe2Say Something Crisis Center will forward reports to a team, established by the district, via telephone communication, text and/or email and through the Safe2Say Something management program, depending on the nature and categorization of the report received:

Life Safety Categories and Process –

Life Safety – Imminent and In-Progress
Active Shooter – In Progress
Bodily Injury – Emergency Condition
Cutting/Self-Harm
Disorderly/Dangerous Conduct
Domestic Violence
Human Trafficking
Intent to Harm Someone – Active
Physical Abuse
Planned Attack
Sexual Assault/Rape
Sexual Exploitation/Abuse
Stranger/Potential Predator on School Grounds
Suicide/Suicide Ideation
Terrorism
Weapons/Explosive Device

Chart provided courtesy of the Pennsylvania Office of the Attorney General

During the school year, Life Safety tips coming into the Safe2Say Something Crisis Center during school hours will be:

1. Delivered to the district's designated Building Administrators via email and text message. The Safe2Say Something Crisis Center will call to see if the student is in school.

2. If the student is not in school at that time, the Safe2Say Something Crisis Center will request the student's address, parent/guardian name(s) and phone number. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.

3. The district's designated Building Administrators will respond to the report in accordance with the designated procedures. The Building Administrators will coordinate with law enforcement to follow up on a student welfare check.

Life Safety tips coming into the Safe2Say Something Crisis Center after school hours, on weekends and holidays will be:

1. Delivered to the district's designated Building Administrators via email and text message. The Safe2Say Something Crisis Center will call to request the student's address, parent/guardian name(s) and phone number. Calls will continue to be made through the list of designated team members until a response is received via telephone or in the Safe2Say Something management program.

2. The Safe2Say Something Crisis Center will contact the county emergency dispatch center and request a welfare check for the student.

3. The district's designated Building Administrators will respond to the report in accordance with the designated procedures. The Building Administrators will coordinate with law enforcement to follow up on a student welfare check.

In the event of an active emergency situation, the Safe2Say Something Crisis Center will contact the county emergency dispatch center immediately, without delay.

Non-Life Safety Categories and Process –

Non-Life Safety *(CV) = Crime/Violence
Alcohol Possession (CV)
Anger Issues
Animal Cruelty (CV)
Breaks School District Code
Bullying/Cyber Bullying
Dating Violence
Depression/Anxiety
Discrimination
Distributing Inappropriate Photos (CV)
Drug use/Distribution/Possession (CV)
Drunk/Under the Influence (CV)
Eating Disorder
Gang Violence/Activity (CV)
General Harassment
Harm to Building/Property
Hate Crime/Speech (CV)
Hazing (CV)
Homeless Child/Student
Hostile Environment
Inappropriate Bus Behavior
Inappropriate Language/Behavior/Gesture
Inappropriate Physical Contact
Inappropriate Use of School Technology/Equip.
Intimidation
Missing Person
Other
Planned Fight/Assault

Chart provided courtesy of the Pennsylvania Office of the Attorney General

Non-Life Safety tips are those considered to be non-imminent. This may include acts that are considered violent or criminal, but are not currently active.

Non-Life Safety tips coming into the Safe2Say Something Crisis Center will be:

1. Delivered to the district's designated Building Administrators via email and text message between the hours of 6 a.m. to 6 p.m., Monday through Friday.

2. Delivered to the district's designated Building Administrators via email and text message between the hours of 9 a.m. to 4 p.m. on Saturdays, Sundays and holidays.

3. The Safe2Say Something Crisis Center may reach out to the district's Building Administrators for student information as deemed necessary, to provide that information to law enforcement.

4. The district's designated Building Administrators will respond to the report in accordance with the designated procedures.

Non-Notification Categories and Process –

Non-Notification
General School Complaint
General Student Concern
Non-School Based – Information Only
Non-School Event - Crime

Chart provided courtesy of the Pennsylvania Office of the Attorney General

Non-Notification tips coming into the Safe2Say Something Crisis Center will be delivered to the district's designated Building Administrators through the Safe2Say Something management program only, twenty-four (24) hours a day, seven (7) days a week, without direct notification via email or text message sent to the Building Administrators.

The district's designated Building Administrators will respond to the report in accordance with the designated procedures.

General School Complaint - tips may include complaints about school food, condition of the building, etc.

General Student Concern - tips may include reports of concern about student clothing, cleanliness, etc.

Non-School Based – Information Only - tips will include events that may be related to a student, but not a school issue, such as social media. These tips are being sent for informational purposes.

Non-School Event – Crime - tips will include crimes that may involve a student, but the event is unrelated to the school. These tips are being sent for informational purposes and will be forwarded to law enforcement. The Safe2Say Something Crisis Center may reach out to the district's Building Administrators for student information as deemed necessary, to provide that information to law enforcement.

Crisis Team

~~***Notes: The district may designate the name for this team based on its own internal operations and terminology; the phrase "Crisis Team" is used based on terminology from the Safe2Say Something program training, but does not indicate any specific requirements or certifications. Please review and revise the terminology throughout these procedures as necessary, based on the needs of your district, law enforcement agencies and community. The 3-5 person limit is a best practice of the Safe2Say Something program and may be expanded at the district's discretion. The district should consult with the school solicitor regarding any contractual or collective bargaining agreement implications in assigning team members.***~~

The Superintendent, School Safety and Security Coordinator or designee will establish a Crisis Team ~~of three (3) to five (5) members,~~ who will be designated, registered and trained to receive Safe2Say Something reports for all school buildings in the district.

The district threat assessment team will serve as the Crisis Team to respond to Safe2Say Something reports. (24 P.S. 1302-E, 1303-E, Pol. 236.1)

The Crisis Team will be comprised of:

~~1.~~ School Safety and Security Coordinator.

~~2. { } Superintendent.~~

~~3. { } Student Assistance Program team member.~~

~~4.~~ 2. Building principal.

~~5.~~4. { } Director of Student Services.

~~6.~~5. { } Assistant Superintendent.

~~7.~~6. { } Director of Operations.

~~8.~~ 3. School counselor.

~~9.~~ 4. School psychologist.

~~10.~~ 5. School police officer.

~~11.~~7. { } School Resource Officer.

~~12.~~8. { } _ _____ (other administrator or staff).

For purposes of communication, training and administration of district information in the Safe2Say Something program, the School Safety Coordinator will be designated as the ~~Crisis Team~~ lead administrator. The lead administrator will be responsible for updating contact information for all school buildings and designated Building Administrators members in the Safe2Say Something program, and determining the priority order of team members to receive calls about Life Safety reports.

~~Note: This section is optional for school districts who have the capacity and would like to create a team of individuals to assist in assessing and responding to Safe2Say Something reports, but who do not receive and manage the initial reports from the Crisis Center in the Safe2Say Something program.~~

~~{ } Additional staff members will be assigned to the Crisis Team for assessment and response support, but will not be required to receive the Safe2Say Something Crisis Center reports. Additional staff members may include:~~

~~1. { } Student Assistance Program team member(s).~~

~~2. { } Building principal(s).~~

~~3. { } Director of Student Services.~~

~~4. { } Assistant Superintendent.~~

~~5. { } Director of Operations.~~

~~6. { } Director of Special Education.~~

~~7. { } School counselor.~~

~~8. { } School psychologist.~~

~~9. { } School police officer.~~

~~10. { } School Resource Officer.~~

~~11. { } Security personnel.~~

~~12. { } __ _____ (other administrator or staff).~~

~~{ } The Crisis Team will include a staff member from each school building in the district.~~

~~{ } The Crisis Team may be assigned by the Superintendent or designee to handle other emergency, crisis management and/or threat assessment situations, such as emergency preparedness planning; suicide awareness, prevention and response; or other situations, based on appropriate physical and/or behavioral health training and in accordance with law, regulations, Board policies and administrative regulations. (Pol. 236.1)~~

~~{ } The Crisis Team will meet on a regular basis to assess school climate, monitor trends in reporting among specific students or groups of students who may need additional supports, determine the need for additional training of students and/or staff and prepare reports for district administration and/or the Board.~~

Training

The Building Administrators, lead administrator and team members designated to receive reports from the Crisis Center must attend training designated by the Safe2Say Something program. Training must include practicing report handling in the system.

The Building Administrators will also be trained in threat assessment, in accordance with the requirements of law, Board policies and procedures. (24 P.S. 1302-E; Pol. 236.1)

The Building Administrators will ensure that middle school and high school students and other staff members are provided with **information about** how to make reports and also awareness on risk factors and the importance of reporting. **Information** may include online and interactive video training.

~~and will be integrated with appropriate curriculum.~~

The district will make training and awareness materials and opportunities available to parents/guardians and community members as well.

Confidentiality

Building Administrators will receive training regarding confidentiality and the handling of student and staff information, in accordance with applicable laws, regulations, Board policies, administrative regulations and procedures. (20 U.S.C. 1232g; 24 P.S. 1304-D, Pol. 113.4, 207, 216, 236, 236.1, 249, 324, 800, 819)

Confidentiality will be handled in accordance with these procedures and the district's legal and investigative obligations.

The Safe2Say Something program is required to ensure anonymous reporting for individuals who submit reports. Building Administrators should ensure that if the identity of an individual making a report becomes known through other means, other than voluntary disclosure, that individual’s identity is not further disclosed and records of the Safe2Say Something program are maintained confidentially, in accordance with law. (24 P.S. 1304-D)

Administrators members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, will ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations. (22 PA Code 12.12; 42 Pa. C.S.A. 5945; 42 Pa. C.S.A. 8337; Pol. 207)

Receiving Reports

Upon receipt of a report notification via telephone call, text message and/or email, each Building Administrators will log in to the Safe2Say Something management program to retrieve the report.

~~{ } The Building Administrator will communicate with other team members regarding the report through the Safe2Say Something management program.~~

The Building Administrator will communicate with other team members regarding the report through established district processes and communication methods.

The Building Administrator will notify the Safe2Say Something Crisis Center by telephone if a report is received identifying a student who is not enrolled in the school district. Information on the student's current enrollment in another school or program will be provided to the Crisis Center, if known by the Building Administrators member responding to the report.

Tip Preservation –

If the district's Building Administrator identifies the need for a tip reported to the Safe2Say Something Crisis Center to be preserved for further investigation, the district and/or law enforcement agency will contact the Safe2Say Something Crisis Center within seventy-two (72) hours of receiving the initial report to request that it be preserved.

Law Enforcement Coordination

The Building Administrators, lead administrator, in coordination with the Superintendent and/or School Safety and Security Coordinator, will schedule and facilitate meetings with the county emergency dispatch center and each law enforcement agency that has jurisdiction over school property to discuss communication and handling of reports from the Safe2Say Something program.

Communication strategies and guidelines for handling reports will be documented in the biannual memorandum of understanding with law enforcement agencies. (24 P.S.**1319-B**; 22 PA Code 10.11; Pol. 805.1)

~~{ } Communication strategies and guidelines for handling reports~~

~~{ } with the county emergency dispatch center~~

~~{ } with law enforcement agencies~~

~~will be documented in the following manner:~~

~~Note: Communication strategies should address how the Safe2Say Something program will be used for communicating and/or sharing information, or if other communication methods will be used based on the needs and resources of the school district, county emergency dispatch center and law enforcement agency.~~

The Building Administrator will coordinate with the county emergency dispatch center and law enforcement agencies on Safe2Say Something reports in accordance with the documented procedures.

When requested, designated Building Administrators will provide student directory information, such as full name, address, home phone number, parent/guardian name(s), grade level, etc., to the Safe2Say Something Crisis Center, county emergency dispatch center and/or law enforcement agency with jurisdiction, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. The Building Administrators and/or Superintendent will consult the school solicitor regarding questions on disclosure of student directory information if necessary. (20 U.S.C. 1232g; Pol. 113.4, 216)

The district will ensure that all Building Administrators designated to receive Safe2Say Something program reports have continual access to

the district's electronic student information system

~~{ } an up-to-date physical copy of student directory information for all enrolled students~~

and have received authorization and training on handling student education records.

When a law enforcement agency takes the lead in handling a Life Safety report, the designated Building Administrators will document this action and coordinate follow-up activities for students and/or staff based on the nature of the report, in accordance with procedures under Response below.

When a report is handled by the district's Building Administrators, and a determination is made to contact the law enforcement agency to take protective action or report an incident, the district will coordinate with the law enforcement agency in accordance with documented procedures, the memorandum of understanding and applicable laws, regulations and Board policies.
(24 P.S.**1306.2-B, 1319-B**; 22 PA Code 10.2, 10.21, 10.22; Pol. 113.1, 218, 805.1)

Assessment and Response

Members of the Building Administrator receiving Safe2Say Something reports will identify if the report **has been categorized as a** Life Safety or Non-Life Safety report. Building Administrators will make a determination about whether to anonymously communicate with the reporter, if possible, through the Safe2Say Something management program for additional information based on:

1. The nature of the report and the scope of information provided initially.

2. The recommendation of the county emergency dispatch center and/or law enforcement agency, when applicable.

3. The training and experience of the Building Administrators.

Reports received initially from the Safe2Say Something Crisis Center will have inappropriate images and attachments blocked, including images or recordings that may

be considered obscene or **pornographic**; however, Building Administrators should be aware that images and attachments may be added by the reporter in follow-up responses and communication. If images or other content that could be considered obscene or **pornographic** are added to the report, Building Administrators will contact the Superintendent, who will coordinate with the school solicitor and/or law enforcement agency, in handling such images and attachments that are received, and addressing their disposition in the Safe2Say Something management program. Such images and attachments should not be disseminated or downloaded beyond the reporting system until such coordination occurs and further direction is provided. Under no circumstances should images constituting pornography be downloaded or saved to a school-issued or school-owned electronic device or computer, or printed into a paper or other format.

Pornography includes, but is not limited to:

1. Any visual or audio depiction, including any photograph, digital image, film, video, picture, recording or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct; and

2. Nude pictures or images of the genitalia of any male or female or the breasts of any female, including any photograph, digital image, film, video, picture or computer or computer-generated image or picture of such.

Obscene includes any material, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;

2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Coordination With Other School Entities –

The Administrators will contact and coordinate with other school entities in assessing and responding to a report if an identified student that is the subject of a report is enrolled in the district and also attends another school, such as a career and technical education program, approved private school placement or intermediate unit program.

Coordination With Threat Assessment Process –

When a student's behavior reported through the Safe2Say Something program indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, the Building Administrators shall report the student's behavior to the threat assessment team, the student's behavior shall be addressed through the threat assessment process, in accordance with applicable law and Board policy. (24 P.S. 1302-E, Pol. 236.1)

Life Safety Reports –

The Building Administrators will coordinate with the county emergency dispatch center and law enforcement agencies when assessing and responding to Life Safety reports. Coordination may include, but is not limited to:

1. Providing student or staff information for immediate response by law enforcement.

2. Providing required information to the Incident Command Post in an emergency situation. (22 PA Code 10.24)

3. Notification of the school community.

4. Cooperating in joint investigation and response to a report.

5. Providing care, support and/or ongoing monitoring following the resolution of a report.

~~6. { } _____ (other).~~

The Building Administrators, Superintendent and law enforcement agency, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

Non-Life Safety or Non-Notification Reports –

Note: Non-Life Safety reports may be updated to Life Safety status by the Safe2Say Something Crisis Center if additional updates are made by the reporter that indicate the need to revise the status.

~~{ } The Building Administrators members receiving a report will determine if additional members of the Building Administrators~~

~~{ } or the entire Building Administrators~~

~~should meet to assess and respond to a report.~~

The Building Administrators may reach out to and include other teams and/or staff who are familiar with the student and/or situation in assessing and responding to a report.

The Building Administrators may coordinate with the Superintendent or designee to consult the school solicitor in assessing and responding to a report.

The Building Administrators, in consultation with the ~~building principal and/or~~ Superintendent, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

Relation to Board Policies/Administrative Regulations/Procedures –

In assessing and responding to reports, the Building Administrators will make a determination if handling the report should be done under one or more specific Board policies, administrative regulations or district procedures, based on the subject matter of the report. Policies that may address Safe2Say Something report subjects include, but are not limited to:

1. Threat Assessment. (Pol. 236.1)
2. Bullying/Cyberbullying. (Pol. 249)
3. Suicide Awareness, Prevention and Response. (Pol. 819)
4. Child Abuse. (Pol. 806)
5. Student Assistance Program. (Pol. 236)
6. Student Discipline. (Pol. 218)
7. Weapons. (Pol. 218.1)
8. Terroristic Threats. (Pol. 218.2)
9. Controlled Substances/Paraphernalia. (Pol. 227)
10. Tobacco and Vaping Products. (Pol. 222, 323, 904)
11. Searches. (Pol. 226)
12. Hazing. (Pol. 247)
13. Discrimination/Title IX Sexual Harassment. (Pol. 103, 103.1, 104)
14. Dating Violence. (Pol. 252)
15. Emergency Preparedness and Response. (Pol. 805)
16. Employee Conduct/Disciplinary Procedures and/or Educator Misconduct. (Pol. 317, 317.1)
17. Maintaining Professional Adult/Student Boundaries. (Pol. 824)

Assessment –

In assessing Safe2Say Something reports that are not addressed through other Board policies, administrative regulations and district procedures, the Building Administrators will follow a standard practice, which may include, but is not limited to:

1. Interviewing students, staff, parents/guardians or others regarding the subject(s) of the report.

2. Reviewing existing academic, disciplinary and/or personnel records and assignments, as appropriate, regarding the subject(s) of the report.

3. Conducting searches of lockers, storage spaces and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy. (Pol. 226)

4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting community agencies that may provide additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.

5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Child Study team, Student Assistance Program team or others. (Pol. 103.1, 113, 113.1, 113.2, 113.3, 236)

6. Adding notes or attachments to the report in the Safe2Say Something management program for communication and coordination among the ~~members of the~~ Building Administrators, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g; Pol. 113.4, 216)

~~7. { } _____ (other).~~

The Building Administrators will conduct interviews and investigations in accordance with applicable laws, regulations, Board policies and administrative regulations, and will respect the rights and confidentiality of students, staff, parents/guardians and others in assessing and responding to Safe2Say Something reports. (Pol. 103, 103.1, 104)

Response –

Following assessment and coordination with other teams and individuals as necessary, the Building Administrators will recommend and/or implement one or more responses to address the Safe2Say Something report. The timeline for assessment and response, as well as the nature of responses, will vary based on the nature and complexity of the report. Responses may include but are not limited to:

1. Counseling – this may include counseling within or outside of the school. (Pol. 112, 146)

2. Monitoring – monitoring may be done by the Building Administrators, threat assessment team, a Child Study team, IEP team or other appropriate team of individuals within the district.

3. Parental notification, as appropriate.

4. Review of appropriate plan or support – this may include a review of a student's IEP, Section 504 Service Agreement, Behavior Support Plan, Student Assistance Program, Employee Assistance Program or other type of plan or system of support. (Pol. 103.1, 113, 113.2, 146, 236)

5. Immediate intervention – this may include an immediate assessment or action through the threat assessment process, student services, Student Assistance Program, a crisis response team, law enforcement and/or a community agency.

6. Outside referral – this may include an outside referral to a behavioral health resource, medical provider, community agency or other outside or contracted service or provider. (Pol. 146, 236)

   The district will ensure that memoranda of understanding are developed with outside resources, centers and agencies with whom the district develops cooperative agreements for student or staff referrals.

7. Investigation/School discipline – this may include investigation and/or discipline under a specific Board policy as noted above, such as an investigation of bullying/cyberbullying or hazing, or discipline, up to and including suspension and expulsion, in accordance with law, regulations, Board policy and administrative regulations. (Pol. 113.1, 218, 233, 236.1, 247, 249, 317, 317.1)

8. Reporting/Law enforcement action – this may include a referral to law enforcement in accordance with the memorandum of understanding, reporting in accordance with **school safety and security** incident reporting, or other types of required reporting to state or federal agencies. (Pol. 103.1, 113.1, 113.2, 218, 218.1, 218.2, **218.3,** 222, 227, 317.1, 323, 351, 805.1, 806, 904)

~~9. { } _____~~
~~(other).~~

Interplay with Child Protective Services Law –

The Building Administrators will respond to Safe2Say Something reports involving suspected child abuse in accordance with Board policy and the Child Protective Services Law, and will follow the requirements for making a mandated report, even if the county emergency dispatch center or law enforcement agency has also received the Safe2Say Something report. When a report of suspected child abuse is made by a school employee as a member of the Building Administrators, the district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, is not required to make an additional report. (23 Pa. C.S.A. 6305, 6311, 6313; Pol. 806)

School Safety and Security *Incident Reporting –*

For **school safety and security** reporting purposes, the term **incident** will mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco **products**; or conduct that constitutes an offense listed **in the school safety and security provisions of School Code**. (24 P.S. **1319-B**; 22 PA Code 10.2; 35 P.S. 780-102)

In accordance with reporting requirements, the Superintendent or designee will immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the **law enforcement agency** that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. (24 P.S. **1306.2-B, 1319-B**; 22 PA Code 10.2, 10.21, 10.22; Pol. 113.1, 218, 805.1)

The Superintendent or designee will notify the parent/guardian of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the **law enforcement agency** that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian. (22 PA Code 10.2, 10.25; Pol. 805.1)

Students With Disabilities –

When reporting an incident committed by a student with a disability to a law enforcement agency, the district will provide the information required by state and federal laws and regulations and will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district will ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. (20 U.S.C. 1232g, 1415; Pol. 113.1, 113.4, 216)

For purposes of protection and continuity in handling students with disabilities, the district will provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each **law enforcement agency** that has jurisdiction over school property. Updated copies will be provided each time the administrative regulations and procedures for behavior support are revised by the district. (22 PA Code 10.23, 14.104; Pol. 113, 113.2, 805.1)

The district will invite representatives of each **law enforcement agency** that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education

Plan and positive behavior support program. (22 PA Code 10.23, 14.104, 14.133; Pol. 113, 113.2, 805.1)

Closure and Documentation

Building Administrators designated to receive Safe2Say Something reports will coordinate and ensure that all reports are officially closed in the Safe2Say Something management program.

The Building Administrators will coordinate with the county emergency dispatch center and law enforcement agencies in documenting responses to reports and/or handling student information and records, in accordance with these procedures, the memorandum of understanding with law enforcement and applicable laws and regulations.

Notes briefly detailing ongoing response activities or resolution of the report must be noted as applicable in the Safe2Say Something management program and shared with other members of the Building Administrators, in accordance with the Family Educational Rights and Privacy Act, and other applicable law, regulations and Board policies. (20 U.S.C. 1232g; Pol. 113.4, 216)

The Superintendent or designee will direct the Building Administrators to submit a report

~~{ } monthly~~

annually

~~{ } periodically~~

to the

administration

~~{ } Board~~

on aggregate data of Safe2Say Something program reports and responses.

Aggregate report and response data from the Safe2Say Something program will be included in the annual Board report from the School Safety and Security Coordinator. **(Pol. 805.2)**

The

Building Administrators

~~{ } Superintendent or designee~~

~~{ } School Safety and Security Coordinator~~

~~{ } Director of Technology~~

~~{ } Director of Student Services~~

~~{ } _____ (other)~~

will develop reports, databases and/or files for documenting and storing information regarding Safe2Say Something reports, assessments, resolutions and follow-up responses.

Documentation from Safe2Say Something reports that includes specific student information will be handled by the district in accordance with applicable laws, regulations, Board policies, administrative regulations and procedures. (20 U.S.C. 1232g; 24 P.S. 1304-D, Pol. 113.4, 207, 216, 236, 236.1, 249, 800, 819)

Student Assistance Program documentation and follow-up information will be handled in accordance with Board policy, administrative regulations and program requirements. (Pol. 236)

Resources

Safe2Say Something Program Frequently Asked Questions:
https://www.safe2saypa.org/faq/

Safe2Say Something Resource Portal (contains team and student training guides, including awareness materials in multiple languages):
www.safe2saypa.org/resources

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA): FERPA guidance from the Privacy Technical Assistance Center, U.S. Department of Education, February 2019

PLEASE UPDATE THIS INFORMATION CONTINUOUSLY AND RECORD THE INFORMATION WITH THE SAFE2SAY SOMETHING PROGRAM AS APPLICABLE OR NOTIFY THE SAFE2SAY SOMETHING CRISIS CENTER FOR ASSISTANCE: info@Safe2Saypa.org

Building Administrators Members for Safe2Say Something Reporting

Employee Name	Position	School Building	Email Address	Cellular/Home Phone	Office Phone
Lead: Robert Frey	SSSC	District Office	Robert.Frey@svpanthers.org		610-838-7001
Teresa Casimire	HS Principal	High School	Teresa.Casimire@svpanthers.org		610-838-7001
Julie Davis	HS Assist. Principal	High School	Julie.Davis@svpanther.org		610-838-7001
Lensi Nikolov	MS Principal	Middle School	Lensi.Nikolov@svpanthers.org		610-838-7001
Mike Sakelarides	MS Assist. Principal	Middle School	Michael.Sakelarides@ svpanthers.org		610-838-7001
Jaime Vlasaty	Superintendent	District Office	Jaime.Vlasaty@svpanthers.org		610-838-7001

Additional Crisis Team Members

Employee Name	Position	School Building	Email Address	Cellular/Home Phone	Office Phone

PLEASE UPDATE THIS INFORMATION CONTINUOUSLY FOR USE BY SCHOOL STAFF

911 Dispatch/Law Enforcement Agency	Location	Lead Contact	Phone	Email	Coordination/MOU Notes
Lower Saucon Township PD	Lower Saucon Township	Chief Tom Barndt		tbarndt@lowersaucontownship.org	Renewed 1/2024
Hellertown PD	Hellertown	Vacant			Renewed 1/2024

Saucon Valley School District
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: Kaela Bitting

RE: Surplus / Obsolete Materials & Equipment

DATE: 8/2/24 (second time submitting)

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
Microphone Stands	n/a	not compatible with anything we have	6 pieces
Music Stand	n/a	Soldering broke	1 (2 pieces)
Roland Amplifier	model KC-300	Internally broken and cord is severed	1
Toshiba VHS/DVD player	B28N 0261 4U08 00	broken	1
CD Changer	9335203	broken	1
Projector	ARKC62200097	broken	1
Boxes (2) of microphone pieces / cases	many	broken	many
Korg synthesizer	046671	broken	1
Korg synthesizer	046682	broken	1
Brake drum	n/a	Too big to be practical, donated	1

Reason: Broken / obsolete technology
Pick up location/room: Hallway outside of 605
Principal / Supervisor Signature and Date: 8/5/24

Superintendent Signature and Date

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Saucon Valley School District
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: Kaela Bitting

RE: Surplus / Obsolete Materials & Equipment

DATE: 8/2/24

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
Stage Lights	n/a	replaced by new stage lighting	63?
Mac computers		Technology is obsolete	6

Reason: Broken / obsolete technology

Pick up location/room: Hallway outside of 605

Principal / Supervisor Signature and Date: 8/5/24

Superintendent Signature and Date:

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

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

Effective for the 2024-2025 school year the following provisions of the Compensation and Benefits Plan between the Board of School Directors and the Educational Support Staff will be revised as follows:

II. Employee Groups

a. There shall be four group classifications of employees within this Compensation Plan: (attached "Employee Listing" defines these classifications)

1) Staff Nurses

2) Instructional Paraprofessionals – include "grandfathered" para-professionals

3) Non-Instructional Paraprofessionals

4) Registered Behavior Technician ("RBT")

IV. Wages and Salaries

d. Hourly Wages

	2022-2023	2023-2024	2024-2025
Staff Nurses **	$27.31	$27.85	$28.41
Paraprofessional Assistants (Grandfathered)	$20.84	$21.26	$21.68
Instructional Paraprofessionals	$20.16	$20.56	$20.98
Non-Instructional Paraprofessionals	$19.39	$19.78	$20.18
Registered Behavior Technician	----------	----------	$25.00

*** Note: Staff Nurses must have RN or LPN certification to be eligible for Staff Nurse Pay Rate.*

Other than the modifications to Article II – Employee Groups and Article IV – Wages and Salaries, d. Hourly Wages, the 2022-2025 Compensation and Benefits Plan for the Educational Support Staff is confirmed and remains in place.

IN THE COURT OF COMMON PLEAS OF NORTHAMPTON COUNTY, PENNSYLVANIA
CIVIL DIVISION – LAW

ST. LUKE'S PHYSICIAN GROUP, INC. f/k/a ST. LUKE'S HEALTH SERVICES, INC.,	:	
Petitioner,	:	
v.	:	
	:	Docket No. C-48-CV-9374
NORTHAMPTON COUNTY REVENUE APPEALS BOARD, NORTHAMPTON COUNTY, SAUCON VALLEY SCHOOL DISTRICT and THE BOROUGH OF HELLERTOWN,	:	
Respondents.	:	

ORDER

AND NOW, this _____ day of _____, 2024, upon consideration of the Stipulation of Settlement, it is hereby **ORDERED** that the Stipulation of Settlement is **ADOPTED AS AN ORDER OF COURT**. The property identified as Northampton County Tax Parcel Identification No. Q7SW3A 8 13 0715, located at 255 Front Street, Hellertown, Pennsylvania 18055, shall be exempt for purposes of real estate taxes beginning with tax years starting on or after January 1, 2024 and going forward pursuant to applicable law.

It is **FURTHER ORDERED** that the Prothonotary of Northampton County shall mark the above captioned matters as Settled, Discontinued and Ended.

BY THE COURT:

_____

, J.

IN THE COURT OF COMMON PLEAS OF NORTHAMPTON COUNTY, PENNSYLVANIA
CIVIL DIVISION – LAW

ST. LUKE'S PHYSICIAN GROUP, INC. f/k/a ST. LUKE'S HEALTH SERVICES, INC.,	:	
Petitioner,	:	
v.	:	
	:	Docket No. C-48-CV-9374
NORTHAMPTON COUNTY REVENUE APPEALS BOARD, NORTHAMPTON COUNTY, SAUCON VALLEY SCHOOL DISTRICT and THE BOROUGH OF HELLERTOWN,	:	
Respondents.	:	

STIPULATION OF SETTLEMENT

AND NOW, Petitioner St. Luke's Physician Group, Inc. f/k/a St. Luke's Health Services, Inc., Respondent Northampton County Revenue Appeals Board, Respondent Northampton County, Respondent Saucon Valley School District and Respondent the Borough of Hellertown, through their respective counsel, hereby stipulate as follows:

1. Petitioner, St. Luke's Physician Group, Inc. f/k/a St. Luke's Health Services, Inc. ("Petitioner"), is represented by Marie K. McConnell, Esquire and Gretchen L. Petersen, Esquire of Fitzpatrick Lentz & Bubba, P.C.

2. Respondent, Northampton County (the "County"), is represented by its Solicitor, Michael F. Corriere, Esquire.

3. The County has the authority to act on behalf of the Northampton County Revenue Appeals Board (the "Board").

4. Respondent, Saucon Valley School District (the "School District"), is represented by its Solicitor, David Comer, Esquire.

5. Respondent, the Borough of Hellertown (the "Borough"), is represented by its

Solicitor, Michael F. Corriere, Esquire.

6. Petitioner is the owner of the parcel of real estate identified as Northampton County Tax Parcel Identification No. Q7SW3A 8 13 0715, located at 255 Front Street, Hellertown, Pennsylvania 18055 (the "Property").

7. The Property is located within Northampton County, the Borough of Hellertown and the Saucon Valley School District.

8. The Property contains a nonprofit medical office building and parking lot, and is home to the St. Luke's Saucon Valley Family Practice, which operates as a nonprofit medical practice providing family medicine services.

9. On July 31, 2023, Petitioner applied for exemption from real property taxes for the Property by filing an Application for the Exemption of Real Estate with the Northampton County Revenue Appeals Board (the "Application").

10. The Board held a hearing on Petitioner's Application on October 23, 2023, whereby Petitioner presented evidence of its qualification and the qualification of the Property for real estate tax exemption.

11. The Board issued a Notice of Decision of Formal Appeal for 2024 on October 24, 2023 denying real estate tax exemption for the Property (the "Decision").

12. On November 16, 2023, Petitioner filed a Petition for Appeal from the Decision of the Northampton County Revenue Appeals Board for the Property at the above-caption and docket number.

13. Petitioner is exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and qualifies as an institution of purely public charity.

14. After further review and discussion, the parties stipulate and agree that exemption

is granted and the Property shall be exempt for purposes of real estate taxes beginning with tax years starting on or after January 1, 2024 and going forward pursuant to applicable law. The parties agree that the Court should enter an Order in the form attached, granting exemption for the Property as hereinabove set forth, and ordering that the case be marked Settled, Discontinued and Ended.

15. This Stipulation may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original document but all such counterparts together shall constitute one Stipulation.

By: _____
Gretchen L. Petersen, Esquire
Attorney for Petitioner, St. Luke's Physician Group, Inc. f/k/a St. Luke's Health Services, Inc.

By: _____
Michael F. Corriere, Esquire
Attorney for Respondent, Northampton County

By: _____
David Comer, Esquire
Attorney for Respondent, Saucon Valley School District

By: _____
Michael F. Corriere, Esquire
Attorney for Respondent, the Borough of Hellertown

Jaime L. Vlasaty
Superintendent
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

Re: Proposal for Mental Health/Sports Psychology Services for Athletic Department

July 12, 2024

Dear Jaime,

It was a pleasure to have met and discussed with you the possibility of me serving the Saucon Valley High School Department of Athletics for the 2024/25 school year. This letter is to serve as the proposal for Mind of the Athlete, LLC to provide mental health/sports psychology consulting.

Mind of the Athlete: Mental Health Services

The Mind of the Athlete, LLC is a sports psychology company dedicated to improving the emotional health of athletes. We believe that the clearer an athlete's mind is, the better their performance will be. We do this by teaching athletes how the mind works best. We equip athletes with mental health skills to develop better emotional regulation, raise emotional energy, and compete at their fullest mental capability in academics and athletics. We are passionate about helping athletes realize their fullest potential.

Dr. Jarrod Spencer is uniquely qualified to provide educational speaking and consulting to Saucon Valley High School. Foremost, he is a licensed psychologist in Pennsylvania, as well as five other states. He is a gifted speech writer and speaker who has traveled the country for many years delivering his messages on mental health to audiences within athletics, business and healthcare. He is well acquainted with the student athletes at Saucon Valley as he has served as the sports psychologist for many of them over the past two decades.

On campus service to Saucon Valley Athletics

Dr. Spencer will travel to campus to serve the athletic department nine times this academic year plus one additional date for a speech for the teachers. The dates for each on campus visit are tentatively:

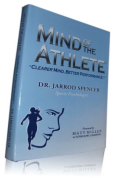
August	-- Topic – Mind of the Educator: Clearer Mind, Better Performance
September	-- Topic – Sleep: The #1 Factor in Mental Health & Performance
October	-- Topic – Mind of the Athlete: How the Mind Works Best
November	-- Topic – Performance Anxiety: Managing Your Fear of the Unknown
December	-- Topic – Confidence: Deepening Your Self-Belief
January	-- Topic – Energy: How Emotion Fuels Performance
February	-- Topic – Positivity: How to Shift Out of Negative Thinking
March	-- Topic – Leadership: The Leadership Legacy Principle
April	-- Topic – Depression: Managing Hurt Held Inward
May	-- Topic – Recharge: How to Rest & Recover Like a Pro Athlete

Mind of the Athlete, LLC
Dr. Jarrod Spencer, Sports Psychologist
3400 Bath Pike, Suite #304, Bethlehem, PA 18017
o: 610.867.7770 | c: 610.428.4445
www.mindoftheathlete.com
***CLEARER* MIND, *BETTER* PERFORMANCE**

During each visit, Dr. Spencer will be on campus providing mental health/sports psychology consultation in the format of 3 educational speeches, as well as meeting with administration. He will arrive each visit at 2:00, deliver a speech to the student athletes from 2:30-3:30, meet with administrators from 3:30 – 5:30, deliver a Mind of the Coach speech from 5:30-6:30 and a Mind of the Parent speech from 6:30-7:30 and then leave by 8:00 PM. The coach and parent speeches will be on the same monthly topic as the athletes, but delivered in a way that is specifically tailored to that audience and will contain a question-and-answer period. Dr. Spencer will coordinate all logistics for these consulting days with the athletic director.

Mind of the Athlete® Resources

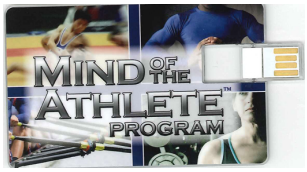
The entire athletic department will receive copies of Dr. Spencer's book Mind of the Athlete: *Clearer Mind, Better Performance.* This book is a mental health resource that teaches athletes how the mind works best. It equips the reader with psychological skills to manage anxiety, depression, insomnia, and stress. Each member of the athletic department will receive this book in three formats: paperback, audio book, and e-book.



The entire athletic department will receive a Mind of the Athlete notebook. This notebook will be utilized during the keynote speeches, mental health workshops, and at the individual's discretion.



The athletic department will also receive a license to use the Mind of the Athlete Program for the school year. This is an audio/video mental health and sports psychology curriculum that can be uploaded onto the school's server. This curriculum contains 16 videos on such topics as positive thinking, confidence, depression, and visualization; each video also has a corresponding worksheet that accompanies it. There are also 15 audio CDs on such topics as Mind of the Parent, Mind of the Coach, Mental Strength and Mental Endurance. The Mind of the Athlete Program will be accessible 24/7 for everyone in the Saucon Valley School District.



Each member of the athletic department will be given a wristband embossed with the signature message from Mind of the Athlete which is "clearer mind, better performance". This message is to serve a daily reminder for each person to take care of the emotional health.



Mind of the Athlete, LLC
Dr. Jarrod Spencer, Sports Psychologist
3400 Bath Pike, Suite #304, Bethlehem, PA 18017
o: 610.867.7770 | c: 610.428.4445
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***CLEARER* MIND, *BETTER* PERFORMANCE**

Additional services to be provided by Dr. Spencer during the academic year:

- Access for athletic director, principal and superintendent for consultation
- Connect department with over 500+ videos on Mind of the Athlete YouTube Channel
- Correspondence with SVSD via emails, texts, and phone calls

Mental Health Service Logistics

Term: The sports psychology services will be for the 2024/25 school year.

Intellectual Property: All Mind of the Athlete® intellectual property shall remain the sole property of Mind of the Athlete, LLC.

Filming:
Saucon Valley High School's Department of Athletics can film the educational sports psychology speeches. Specific use of the videos must be determined by mutual agreement between Dr. Spencer and the High School's representative. A copy of each video must be made available to Dr. Spencer.

Travel & Lodging:
Travel and lodging fees are not relevant as Dr. Spencer resides in the Lehigh Valley of PA.

Referrals:
When matters arise of a more advanced clinical nature, Dr. Spencer will refer these individuals to the appropriate licensed psychologists, licensed professional counselors or psychiatrists either within Saucon Valley High School or the surrounding community.

Ethics & Professionalism:
Through all these modalities, Dr. Spencer will adhere to the highest ethical guidelines put forth by the American Psychological Association, as well as the psychology licensing board of Pennsylvania.

Payment:
The fee for this Mind of the Athlete Sports Psychology offering is $74,999.00. Payment shall be made to Mind of the Athlete, LLC. Payment is due in 9 parts, arriving the first of each month starting October 1st 2024 and continuing to June 1st, 2025 . The Mind of the Athlete, LLC tax ID # is 45-3753407.

I look forward to speaking to you about the contents of this proposal and a contract memorializing the terms of our agreement. On a personal note, I want to express to you that I am excited about the possibility of working with you and the athletic department. I am optimistic about the positive impact we can have this year. I wish you the best in academics, athletics, and beyond.

Warm regards,



Jarrod Spencer, Psy.D.

Mind of the Athlete, LLC
Dr. Jarrod Spencer, Sports Psychologist
3400 Bath Pike, Suite #304, Bethlehem, PA 18017
o: 610.867.7770 | c: 610.428.4445
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Saucon Valley School District

Policy

Title – 610 Finances – Purchases Subject to Bid/Quotation

Section – 600 Finances

Adopted – September 13, 2022

Revised –

Content

Authority

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

Guidelines

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

Competitive Bids

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

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

1. Purchase furniture, equipment, school supplies, and appliances costing a base amount of ~~$22,500~~ $23,200 or more, unless exempt by law.[2]

2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than, ~~$22,500~~ $23,200 unless exempt by law.[1]

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

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

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

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

The district shall electronically maintain the confidentiality of the bid until the bid opening.[5]

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

An invitation for bids shall be issued and shall include:[6]

1. Procurement description.

2. All contractual terms, when practical.

3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

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

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

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

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

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

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

Price Quotations

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

1. Furniture, equipment, school supplies and appliances costing a base amount of more than ~~$12,200~~ $12,600but less than ~~$22,500~~ $23,200.[2]

2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than ~~$12,200~~ $12,600 but less than ~~$22,500~~ $23,200 .[1]

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

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than ~~$12,200~~ $12,600.[1]

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to execute contracts awarded by the Board as permitted by applicable law.[1][2]

NOTES:

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

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

Legal

1. 24 P.S. 751
2. 24 P.S. 807.1
3. 24 P.S. 120
4. 62 Pa. C.S.A. 4602
5. 62 Pa. C.S.A. 4603
6. 62 Pa. C.S.A. 4604

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

COLONIAL INTERMEDIATE UNIT 20
ALTERNATIVE and REGULAR EDUCATION TRANSPORTATION CONTRACT
For School Year 2024-2025

This CONTRACT entered into this 1st day of July 2024 by and between COLONIAL INTERMEDIATE UNIT 20 at 6 Danforth Drive, Easton, PA 18045, hereinafter referred to as CIU20.

AND

Saucon Valley School District, 2097 Polk Valley Road, Hellertown, PA 18055-2400

CIU20 and Saucon Valley School District agree to enter into a contract where CIU20 will provide and bill directly for Alternative and Regular Education transportation services for 2024-2025. Based on 2023-2024 aggregate miles the Intermediate Unit transported students and providing for our 2024-2025 budgetary increases and anticipated changes in number of students transported in 2024-2025, the cost for said service is $3.13 per mile, for each student transported. CIU20 will bill based on the cost/mile.

The Intermediate Unit will make every effort to accommodate new Transportation Requests for Alternative and Regular Education transportation students in as timely a manner as possible within the existing runs as already established. Should this service require a dedicated, new run to accommodate an overload of students on already existing runs, the Intermediate Unit may need to sub-contract with an outside vendor to accommodate these students until such time as an Intermediate Unit driver or substitute driver can be secured.

Please return signed agreement following appropriate administrative action to:

Mr. Jon Wallitsch
Assistant to the Executive Director for Management Services
Colonial Intermediate Unit 20
6 Danforth Drive
Easton, PA 18045-7899
610-515-6415
jwallitsch@ciu20.org

Colonial Intermediate Unit 20

By: _____
Mr. Jon Wallitsch

Title: Assistant to the Executive Director for Management Services

Saucon Valley School District

By: _____

Title: Superintendent

Witness: _____

Title: _____

Date: _____

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Saucon Valley School District, 2097 Polk Valley Road, Hellertown, PA 18055, (610) 838-7001. Saucon Valley School District will utilize Colonial Intermediate Unit 20 to provide an associate teacher for direct, one-on-one services at the following locations:

George Wolf Elementary School - Life Skills Support,
Nazareth Middle School - Life Skills Support,
Saucon Valley High School - Autistic Support; and
Saucon Valley Middle School - Autistic Support

The total cost for services shall not exceed $195,084.00. This contract will be in effect for the 2024-2025 school year.

Saucon Valley School District will be billed for services rendered by Colonial Intermediate Unit 20.

Unemployment cost will be charged to the School District if Colonial Intermediate Unit 20 is unable to reassign the position.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.

Mr. Jon Wallitsch Assistant to the Executive Director for Management Services	8/1/24 Date	Saucon Valley School District Superintendent	Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

FEE AGREEMENT

This FEE AGREEMENT ("Agreement") is by and between **Saucon Valley School District** (the "Payor(s)") and **Bancroft, A New Jersey Nonprofit Corporation**, on its own behalf and on behalf of its affiliated entities (collectively, "Bancroft"). Intending to be legally bound hereby, under the rules of New Jersey, the parties agree as follows:

Effective Date: 07/01/2024
Effective Upon Signature or Admission and continuing at all times thereafter through June 30, 2025, discharge or final payment, whichever occurs first.

Name of Individual Served: **("Individual Supported") DOB:**

Billing Address:

2097 Polk Valley Road Hellertown, PA 18055 Attn: Jillian Brodhead jillian.brodhead@svpanthers.org

Individual(s) Responsible for Payment of all Services Rendered ("Payor(s)"):

Saucon Valley School District

Program(s) and Address:
Lindens Intensive 311 Walton Avenue Mount Laurel, NJ 08054

Service Description: Varies by service	**Rate (*includes unit definition*):**
Residential Program Services: Based on 365 Calendar days, per Day	$2198.00
School Tuition School Days only, per school day	$235.00

Additional 1:1 Staffing in School or Residence, per day. **Preauthorization of service by Payor is required.	Full Day Rate: $300.00 Half Day Rate: $150.00
Leave of Absence (when Individual Supported is away from program (i.e., hospitalization, family visits, vacations, or similar circumstances).	First 30 days out of program: Rate: $2198.00 Additional days out of program: Rate: $1759.00

1. **Services**. Payor(s) shall pay Bancroft for the services above that are provided to the Individual Supported. All services except for those listed above are excluded from this Agreement including, without limitation, medical services, primary care, medical specialists, laboratory, emergency room, hospital services, radiology, telehealth, urgent care centers, same day surgery centers and pharmacy. Payor(s) shall be solely responsible to third-parties for the cost of services not covered by this Agreement, and directly responsible to Bancroft for the cost of services covered by this Agreement.

2. **Payment**. Payor(s) shall timely pay to Bancroft the amounts specified above for all services provided by Bancroft to the Individual Supported within thirty (30) days of receipt of invoice. If Payor(s)fail to remit payment within such thirty (30) day period, then interest at one and one-half percent (1.5%) per month shall be added to the amount owed. Interest shall be calculated beginning the day after the required payment due date and ending on the date the outstanding amount is fully paid.

3. **Deposit**. If Payor(s) represent a new admission to Bancroft, then Payor(s) shall provide a deposit in the amount of **[$0.00]** to Bancroft upon the execution of this Agreement by Payor(s)

4. **Remittance**. Payor(s) shall submit payment to Bancroft via wire transfer, credit cards, ACH, or check. Payment by check shall be submitted by Payor(s) to Bancroft at the following address:

Bancroft, A New Jersey Nonprofit Corporation
P.O. Box 7478, Lancaster, PA 17604
Bancroft may change billing instructions, at any time, upon written notification to Payor.

5. **Pre-Authorization**. Payor(s) may not retroactively deny payment or audit for any item or service that was pre-authorized by Payor(s); except in cases of fraud by Bancroft or where the information provided by Payor(s) at the time of claim submission substantially differs from the information submitted at the time of pre-certification.

6. **Suspension and Discharge**. Lack of payment may result in the suspension of the services provided under this Agreement, and the Individual Supported may be discharged and transferred back to the Payor(s). All expenses incurred by Bancroft for such transfer will be the sole responsibility of the Payor(s).

7. **Change in Care**. The parties acknowledge and agree that a change in the services, residence, or level of care for the Individual Supported may result in a change in fees. In addition, the parties agree that Bancroft may at times raise its rates given increased costs, inflationary pressures, or the passage of time. In all such events, Bancroft will notify the Payor(s) in writing of any change in fees. The Payor(s) shall remit such additional fees to Bancroft within thirty (30) days of receipt of invoice.

8. **Term and Termination**. This Agreement shall begin on the Effective Date above and end on June 30th of the current fiscal year. Bancroft may terminate this Agreement, at any time, for any reason including, without limitation, non-payment of fees by Payor(s).

9. **Assignment**. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors, guarantors, and permitted assigns. Neither this Agreement nor any of the rights hereunder may be assigned, sold, delegated, or otherwise transferred by a party without the prior written consent of the other party which consent shall not be unreasonably withheld, conditioned, or delayed.

10. **Entire Agreement**. This Agreement constitutes the entire understanding and agreement between the parties concerning the subject matter hereof. This Agreement supersedes all prior written or oral agreements or understandings existing between the parties concerning the subject matter hereof. No amendment to any provision of this Agreement shall be effective unless in writing and signed by each party.

11. **Governing Law**. This Agreement shall be deemed to have been made and shall be construed and interpreted by the courts of, and in accordance with the laws of the State of New Jersey, without regard to its conflict of law provisions. Should a portion of this Agreement be deemed illegal or unactionable, then the remainder portion of the Agreement shall be deemed to survive.

12. **Jointly Drafted**. This Agreement shall be deemed to be jointly drafted by both parties and, in the event of a dispute, shall not be construed against or in favor of either party on account of its participation in the drafting hereof.

13. **Conflicts**. In the event of a conflict between the terms and conditions of any other document, exhibit, schedule, or attachment and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.

Please confirm your acceptance of this Agreement by signing where indicated below and returning one copy of this Agreement via email, fax, or mail to:

Bancroft, A New Jersey Nonprofit Corporation
1255 Caldwell Road, Cherry Hill NJ, 08034
Attn: Denise Bartle, Email: denise.bartle@bancroft.org, Fax: (856) 375-8358

By New Jersey and Federal law, you may not be required to sign this Agreement if you are not the individual being admitted nor the spouse or legal guardian of the individual being admitted, nonetheless, if you do so sign, you agree to be so bound by the terms contained herein.

By signing this Agreement, I/we agree to be jointly and severally responsible for the full payment of all future services, from the date of admission through June 30, 2025, discharge or final payment, whichever occurs first.

Please note that you must sign before service may commence. Regardless, if you are admitted without signing this agreement, it is understood that you agree to be so bound by consenting to admission, and that you agree to be bound hereby as though you did sign.

Accepted and Agreed on behalf of Bancroft



08/06/2024

Jennifer Cripps, CPA
Chief Financial Officer

Date

Accepted and Agreed on behalf of Payor:

Payor (Signature)

Date

Payor (Print Name)/ Print Title

ASL MECHANICAL
A Division of ASL Refrigeration, Inc.

Change Order

Nino Alagia 484.951.3498

TO: Saucon Valley School District
2097 Polk Valley Rd, Hellertown, PA 18055

PHONE

DATE
August 1, 2024

JOB NAME LOCATION
R 22 HVAC Upgrades
PO 2400000001
Saucon Valley School District

JOB NUMBER

JOB PHONE

We hereby submit specifications and estimates for:

Change order credit for RHP-15 damaged duct detector and JCI labor.

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
dollars($ -3,044.00).

Payment to be made as follows:

Authorized Signature *Nino Alagia* Vice President

Acceptance of Proposal -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

ARTICLES OF AGREEMENT
OF
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

ARTICLES OF AGREEMENT, made and entered into this ~~30th~~ day of ~~June~~, ~~1995~~2024, by and between the BETHLEHEM AREA SCHOOL DISTRICT, the SAUCON VALLEY SCHOOL DISTRICT, and the NORTHAMPTON AREA SCHOOL DISTRICT.

WITNESSETH:

WHEREAS, the Northampton County School Board, pursuant to the provisions of the Public School Code of 1949, as amended, divided Northampton County into two vocational-technical attendance areas, one being the Bethlehem Area Vocational-Technical School Attendance Area, known as Area No. 1, and the other being the Easton Area Vocational-Technical School Attendance Area, known as Area No. 2, and now known as the Career Institute of Technology; and

WHEREAS, the School Districts, parties to the within Agreement, are all the school districts in the Bethlehem Area Vocational-Technical School Attendance Area; and

WHEREAS, all the school districts of the Bethlehem Area Vocational-Technical School Attendance Area entered into an Agreement dated June 21, 1965, for the establishment and operation of an Area Vocational-Technical School to be known as the Bethlehem Area Vocational-Technical School; and

WHEREAS, the School Districts, parties to the within Agreement, desire to amend said Agreement dated June 21, 1965, and also desire to reduce to writing their present understandings and agreements concerning the operation of the Bethlehem Area Vocational-Technical School and the costs and expenses and other matters incident thereto;

NOW, THEREFORE, the School Districts, parties hereto, hereby amend said Agreement dated June 21, 1965, and by and under the authority and in accordance with ·the provisions of the

Public School Code of 1949, as amended, do hereby covenant and agree that the Bethlehem Area Vocational-Technical School Attendance Area shall be known as the BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL, hereinafter sometimes referred to as the "SCHOOL," and shall be maintained by said School Districts and shall be operated, administered and managed in the following manner and upon the following terms, to wit:

1. DEFINITIONS

a. "School District" - A School District which is a party to this Agreement.

b. "Member" - A member of a Board of School Directors of a School District.

c. "Area Vocational-Technical Board" - All the members of the Boards of School Directors of the School Districts, acting jointly.

d. "Area Vocational-Technical School Committee" or "Joint Committee" - Members of the Boards of School Directors of the School Districts, appointed by the School Districts, as herein provided, to operate, administer and manage the School, and having all the rights, privileges and authority given by law to Area Vocational-Technical School Committees.

e. "Administrative Committee" - The Superintendents of the School Districts or their designated representatives.

f. "Superintendent" - A member of the "Administrative Committee" chosen by the Joint Committee to serve as the Superintendent of the Bethlehem Area Vocational- Technical School.

g. "Director" - The Area Director of Vocational-Technical education.

2. FACILITIES

The School shall be conducted and operated, as herein set forth, in the Vocational-Technical School Complex, Bethlehem Campus located in Bethlehem Township, Northampton County, Pennsylvania and the Northampton campus, located in the Borough of Northampton, Northampton County, Pennsylvania. Satellite program offerings may be conducted and operated as a facility in other locations when deemed educationally and financially prudent.

Expenditures for renovations, improvements, and additions to the Bethlehem Area Vocational-Technical School or its property shall be made only upon the affirmative vote of a majority of the members of each school board of each participating school district. ~~both of the following two (2) conditions:~~

~~(1) Affirmative vote of a majority of all the members of the Boards of School Districts of all the Schools Districts;~~

~~AND~~

~~(2) Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts. All additions shall be understood to be capital expenses, all renovations shall be understood to be operating expenses, and improvements shall be either depending on the amount of expenditure towith expenses in excess of $10,000 shall lie deemed additions and expenses of less than $10,000 shall be deemed renovations.~~

3. APPROVAL AND TERM OF AGREEMENT

This Amended Agreement shall become effective upon the affirmative vote of a majority of all the members of each Board of School Directors of each of said School Districts at a regular or special meeting of each Board, duly held for this purpose, and the action thereof duly entered upon the Minutes of each Board of school Directors, showing how each member voted provided, however, that notice thereof shall have been given in writing to each member at least 60 days prior to the date upon which initial action on the amended agreement is taken and shall continue in force and effect until June 30,_____ ~~2015~~, unless terminated at an earlier date, as herein provided or as otherwise provided by operation of law.

4. ORGANIZATION

The School Districts herein agree that the School shall be operated, administered and managed by a Joint Committee within the limits of the budget prepared and reviewed by the Joint Committee and adopted by the Area Vocational-Technical Board, as herein provided.

The School shall operate as a vocational-technical service center for the high schools of the School Districts. The primary focus of the School will be to provide an application based program in specific or cluster area studies taught by appropriately certificated vocational-technical educators. The programs of study will complement the academic training presented by the respective high schools or appropriately certified academic instructors approved through Bethlehem AVTS budget process. Students shall attend the School based on student needs. This may include, but not be limited to, half-day about, week about, semester about, block scheduling, minimum of 80 minutes per day, types of scheduling formats.

The students enrolled in the School shall he under the authority and supervision of their respective high school principals while in their sending high schools, and shall be under the authority and supervision of the Director during the time spent at the Vocational-Technical School. Assignment to the School will be a collaborative effort of the high school principal and the director. Placement in regular vocational- technical education programs will be based on whether gainful employment and/or pursuit of post-secondary training in a reasonable time-frame is attained. If mutual agreement in matters of placement is unresolved, the Administrative Committee will be the decision maker.

The coordination of the School program and the development of the total curriculum shall be the responsibility of the Director.

5. DUTIES OF THE AREA VOCATIONAL-TECHNICAL BOARD

The members of said School Districts may meet in joint session as the Area Vocational-Technical Board for the purpose of adopting the annual School budget and for any other lawful purpose. The Chairman, Vice-Chairman and Secretary of the Joint committee shall be the Chairman, Vice-Chairman and Secretary of the Area Vocational-Technical Board. All actions of the Area vocational-Technical Board shall be by the affirmative vote of a majority of all of the members of all of the School Districts, either in convention, by mail ballot, or at a regular meeting of each board, whichever procedure the Board shall select; provided, however, that the approval of each budget shall require the affirmative vote of a majority of the members of each school board of each participating school district ~~the affirmative vote of a majority of all of the members of all of the School Districts, and the affirmative vote of a majority of all of the members in each of two~~

~~of the School Districts, having a combined market value of taxable real property, as certified by the State Tax Equalization Board for the last fiscal year available, of more than fifty percentum of the total market value of all of the School Districts. The vote of each School District shall be determined by a majority vote of all of the School Directors comprising such School District.~~ All votes shall be duly recorded and shall show how each school board and member of each school board voted.

6. AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE

a. The Area Vocational-Technical School Committee (Joint Committee) shall consist of nine members, of whom five shall be Directors from the Bethlehem Area School District, two shall be Directors from the Saucon Valley School District, and two shall be Directors from the Northampton Area school District.

b. A quorum shall consist of six members of the Joint Committee; and the affirmative vote of six members of the Joint Committee shall be required.to take any official action. To take action on any of the subjects set forth in Article V, Section 508, of the Public School Code of 1949, the vote must be duly recorded, showing how each member voted.

c. Each School District shall elect to the Joint Committee, at its annual organization meeting in December, the number of members to which it is entitled, who, with the other members chosen in like manner, shall constitute the Joint Committee, which shall operate,

administer and manage the School in the same manner as provided by the within Agreement and the Public School Code of 1949, as amended.

d. The members of the Joint Committee shall take office on the day of the annual organization meeting of the School following their election by their School District, and shall serve for a three-year term commencing the date of their election in the month of December; provided, however, that the terms of office of one-third of the members shall expire each year.

e. Vacancies in the Joint Committee shall be filled for the unexpired term by the School District represented by the vacated membership.

f. Any members of the Board of School Directors from each School District may serve as an alternate in the event elected members from that district are unable to attend a meeting of the Joint Committee.

In the absence of an appointed member, the alternate shall have all the powers and duties of the appointed member. An alternate may attend meetings of the Joint Committee but shall not vote unless an appointed member of his Board of School Directors is not present.

7. DUTIES OF AREA VOCATIONAL-TECHNICAL SCHOOL COMMITTEE

a. The Area Vocational-Technical School Committee (Joint Committee) shall determine the need for a particular program, laboratory-occupation, equipment, curriculum, labor-management coordination, business-industrial requirements, pupil admission policy, the selection of personnel, or any change in personnel from time to time as may be required. Personnel shall be nominated by the Director.

b. The Joint Committee shall have the sole and exclusive obligation and duty to review and submit the annual operating budget to the Area Vocational-Technical Board for adoption.

c. The Joint Committee shall meet on such dates and at such hours and places as it shall determine at its annual organization meeting. The Secretary shall give each member of the Joint Committee written notice of each meeting.

d. The Joint Committee shall organize annually during the month of December and shall choose from its members a Chairman and Vice-Chairman, each to serve for one year; and shall, annually, during the month of May, elect a Treasurer to serve for one year, beginning the first Monday in July following such election, to whom shall be paid by said School Districts the amount agreed upon, to be contributed by each District for the support of the School; and shall, during the month of May, once every four years, elect a Secretary, who shall not be a member of the Area Vocational-Technical Board, to serve for a term of four years, beginning the first Monday of July following such election.

e. Should any of the offices of Chairman, Vice-Chairman, Secretary and/or Treasurer become vacant other than at the end of their terms, they shall be filled as provided in the School Code.

f. There shall be delegated to the Joint committee, and the Joint committee shall have, all the powers and duties and be subject to all the liabilities with reference to the supervision, maintenance, regulation and operation, except as herein otherwise provided, of the Schools are now conferred or imposed by law upon school boards generally; except, however, such

powers and duties as are herein reserved for, or by law made the responsibility and obligation of, the Area Vocational-Technical Board and which by law may not be delegated to the Joint Committee.

g. The Joint Committee, except as herein otherwise provided, shall have complete authority to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of the School, the conduct, duties and responsibility of all administrators, supervisors, teachers, custodians, and other employees during the time in which they are engaged in their duties, as well as the conduct of all pupils attending the School; provided, however, that all matters which involve the direct expenditures of funds of the School shall be within the limits of the total School budget adopted by the Area Vocational-Technical Board.

8. DUTIES OF THE SUPERINTENDENT OF THE BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

The superintendent of the School shall be the chief school administrator for the Joint Committee and shall exercise the same supervisory and administrative authority and carry the same responsibilities in relation to the Bethlehem Area Vocational-Technical school, as a district superintendent has to his local district.

9. DUTIES OF THE AREA DIRECTOR OF VOCATIONAL-TECHNICAL SCHOOL

The Area Director of Vocational-Technical Education or Director shall be responsible directly to the Superintendent of the Bethlehem Area Vocational-Technical School. Within legal parameters, the Director assumes the role of the chief school administrator for the School.

The Director is responsible to administer, supervise and coordinate the instructional policies, procedures, and program of an effective vocational-technical school. He reports to the superintendent of Record and Joint Committee.

10. VOCATIONAL-TECHNICAL SCHOOL FINANCES

a. The budgeting and fiscal recording and reporting requirements and procedures shall be in accordance with the Manual of Accounting and Related Financial Procedures for Pennsylvania Schools (Revised) as promulgated by the Department of Education, from time to time.

b. Operating expenses and capital expenses, not of revenues from other sources, shall be apportioned to the three member districts as follows:

Operating expenses of the General Budget will be based on a three year history of averaged Full Time Equivalency (FTE) costs for all expenditures ~~with the exception of an average three year market value determination or the 750 and 4000 function series of the budget. Those capital expenditures of the 750, New Equipment, and 4000, Site Improvement series will be estimated for the proposed budget.~~

Method of calculation will be as follows:

(1) Calculate the average of the last audited three years of FTE during the Bethlehem AVTS budget year in progress.

(2) That calculated average for all three districts will become the percentage factor for determining the district's FTE costs for the budget year subsequent to the year in progress for all operational and capital expenses.

(3) ~~Calculate the three year average market value as certified by the State Tax Equalization Board for the three participating districts. That result is to be applied to the 750, New Equipment, and 4000, Site Improvement, series to determine the anticipated capital expenditure cost to each district for the proposed budget.~~

(4) ~~With the exception of the proposed dollar amount of the 750 and 4000 series, calculate the cost to each district based on the three year FTE percentage.~~

(5) ~~Determine proposed costs to district by adding the resultant averaged FTE costs and averaged market value costs for the 750 and 4000 series to determine actual budget costs.~~

(6) If any funds are unexpended during that fiscal year, such funds will be returned to the districts on the same basis after the audit of that year ~~in both FTE and market value.~~based on FTE

(7) Fluctuations in district participation will not modify the costs to the districts during any fiscal year. Reconciliation of final participant's costs would be accomplished in the fiscal year following final audit.

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(8~~9~~8) The above procedure will be repeated each successive year.

11. CAPITAL PROPERTY

a. All costs of capital outlay, as included under Capital outlay in the Manual of Accounting and Related Financial Procedures in Pennsylvania School systems, for new buildings and additions and extensions, renovations and improvements, the purchase of real estate and buildings, and equipping new buildings~~, in excess or $10,000,~~ shall be divided among the School Districts on the basis of the District's percentage of FTE enrollment as calculated in Section 10 above. ~~current market value of real property of each of the School Districts as determined by the state Tax Equalization Board in the proportion that the same bears to the total current market value of real property of all School Districts. Lease rentals will be considered as a general operating expense utilizing the FTE formula.~~

~~Current market value shall be the market value, as certified by the State Tax Equalization Board for the last fiscal year, available at the time of the adoption of the budgets under which the shares are to be computed.~~

b. ~~Capital outlay costs incurred on account of new construction shall be shared by the School Districts in the same ratio as the market valuation of each School District bears to the total market valuation of all the School Districts. Title to new buildings and/or equipment~~

~~shall be held jointly by the School Districts under conditions that may be provided in the School Laws or that may be mutually agreed upon current market valuation shall be the market value as certified by the state Tax Equalization Board for the last fiscal year available at the time of the adoption of the budgets under which the shares are to be computed.~~.

c. Upon the termination of this Agreement, School Districts losing the use of facilities and equipment purchased for the School by the Joint Committee shall be reimbursed for the current value of the facilities and equipment, less depreciation, in the same ratio as the current market value of each School District bears to the total market value of all the School Districts. Current market value shall be the market value as certified by the State Tax Equalization Board of the last fiscal year available at the time of the adoption of the budgets under which the shares are to be computed.

d. Any unforeseen circumstances that may arise relative to appropriate handling of capital expenditures shall be decided in an equitable manner recommended by the Joint Committee and approved by the affirmative vote of a majority of the members of each school board of each participating school district. ~~the affirmative vote of a majority of all of the Directors of all of the School Districts, and the affirmative vote of a majority of all of the Directors in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Tax Equalization Board for the last fiscal year available, of more than fifty percentum of the total market value of all of the School Districts~~.

~~d.~~

12. TRANSPORTATION

Transportation costs shall be excluded from current operating expenses referred to in Section 10.

13. ACCOUNTING AND AUDIT

The accounts of the School shall be kept and maintained as determined by the Joint committee and shall be subject to audit as required by the Public School Code of 1949, as amended. A copy of the annual audit shall be forwarded to the Secretary of each participating School District.

14. GENERAL ADMINISTRATION AND SUPERVISION

a. The School Superintendents of the School Districts or their designated representatives and the Vocational Director shall serve as an Administrative Committee to develop basic policy for the administration of the School and shall prepare recommendations for consideration by the Joint Committee.

b. The administrative officer of the School shall be a Superintendent of Schools of one of the participating School Districts, who shall be elected in May of each year by the Joint Committee as the Superintendent of the School for the school year beginning the following July 1.

c. A Local Advisory Committee shall be appointed by the Joint Committee in accordance with Section 1842 of the School Laws of Pennsylvania 1961, and as amended from time to time.

15. STUDENT SELECTION

Each School District shall have the privilege and responsibility of recommending the students to attend the School in conformity with the students admission policies and procedures adopted by the Joint Committee.

16. ADDITIONAL DISTRICTS

Additional school districts, upon their request in writing to the Joint Committee, may become a part of the School if the following two (2) conditions are approved:

(1) Affirmative vote of a majority of all the members of the Boards of School Districts of all the Schools Districts;

AND

(2) Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having a combined market value of taxable real property, as certified by the State Equalization Board for the last fiscal year available, of more than fifty percentum of the total market value of all of the School Districts.

17. STUDENTS FROM NON-PARTICIPATING DISTRICTS

a. Upon obtaining the consent of the Joint Committee and with the consent of the school district in which a student resides, any student residing in a school district not a party to this Agreement may attend the Bethlehem Area Vocational-Technical School.

b. Any student accepted from a school district not a party to this Agreement shall be permitted to enroll in the School, provided the student meets the admission standards of the School as adopted by the Joint Committee.

c. The school districts in which the students or their parents/legal guardians reside shall be charged for each student, except that a parent may pay with the appropriate security when a district will not pay, based on current tuition rate.

18. COOPERATION BETWEEN NORTHAMPTON COUNTY EDUCATIONAL INSTITUTIONS

a. The administrative officers of the Bethlehem Area Vocational-Technical School and the administrative officers of the Career Institute of Technology, may call a meeting of the Joint Committees of each School when deemed advisable to plan cooperatively for Vocational-Technical School activities for the two attendance areas.

b. Students from all school districts of Northampton County shall have the opportunity of attending an Area Vocational-Technical School other than in their attendance area if a course of their choice is not offered in the Vocational-Technical School in their attendance area.

c. The school districts in which the students or their parents/legal guardians reside shall be charged for each student attending the School based on current tuition rates.

19. ADULT/OUT-OF-SCHOOL YOUTH STUDENTS

a. Daytime Enrollment - Any adult or out-of-school youth may request admission to any traditional daytime training program as long as vacant slots exist. Student

placement will be based on appropriateness of curriculum to meet the training and employment needs of the individual. The hourly tuition rate will be established by the Joint Committee and will remain consistent regardless of residency. Tuition cost will be paid by the student directly, by the sponsoring social service agency, or by the employer.

b. General Evening/Continuing Education Enrollment - Any adult or out-of-school youth may enroll in a variety of vocational and technical courses and certificate programs offered through the Continuing Education (CE) Program. Course fees will be approved by the Joint Committee. There will be no additional charges for residents residing outside the sending school districts.

c. Local Social Service Agency Contracted Training - Local social service agencies may contract with the CE Department to develop and provide short and long term vocational-technical training programs for clients who are unemployed and/or dislocated from their jobs.

d. Specific Contracted Business/Industry Training - Local companies may contract with the CE Department to provide specific requested vocational-technical training and other educational/curricular services to support employees and employers in the Greater Lehigh Valley Area. Training will follow a traditional or flex-schedule format. Training will be scheduled at one of the facility campuses or at the business/industry site.

e. Contracted rates agreed upon by the training provider and training contractor will be determined by program administration, curriculum preparation, and instructional hours; facility rental; lab and equipment maintenance; and required supplies and texts. There will

be no cost to the sending School Districts for any training program operated through the Continuing Education Department.

20. AMENDMENT AND DISCONTINUANCE

This Agreement may be amended or discontinued upon the affirmative vote of a majority of all the members of each Board of School Directors of each participating school district at a regular or special meeting of each Board, duly held for this purpose and the action thereof duly entered upon the Minutes of each Board of Directors, showing how each Director voted; provided, however, that notice thereof shall have been given in writing to each member at least 60 days prior to the date upon which initial action on the amendment or discontinuance is taken.

21. DISSOLUTION

Upon dissolution of the Bethlehem Area Vocational-Technical School the various assets (both real property and personal property) shall be apportioned to the Member School Districts and proportioned to the market value of real property of each of the School Districts as determined by the State Tax Equalization Board in proportion that the value bears to the total current market value of real property of all School Districts.

In the event that there is a dispute as to the value of personal property, an appraisal shall be secured from a qualified appraiser approved by a majority vote of the Joint Committee.

Each Member School District which selects real property or personal property as its share (or a portion thereof) on dissolution shall pay to the Bethlehem Area Vocational-Technical School for distribution to the other Member School Districts any sum in excess of its distributive share as reflective of the value of the property secured.

In the event that more than one (1) Member District claims the same property, the decision as to which District secures the property; except as to any property located within the political boundary of one of the districts, that district would have preference, shall be made only upon both of the following two (2) conditions:

(1) Affirmative vote of a majority of all the members of the Boards of School Districts of all the School Districts;

AND

(2) Affirmative vote of a majority of all the members of the Boards of School Districts in each of two of the School Districts, having combined market value of taxable real property, as certified by the state Equalization Board for the last fiscal year available, of more than fifty per centum of the total market value of all of the School Districts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed the day and year first above written.

ATTEST: BETHLEHEM AREA SCHOOL DISTRICT

_____ By:_____
Secretary President

ATTEST: SAUCON VALLEY SCHOOL DISTRICT

_____ By:_____
Secretary President

ATTEST: NORTHAMPTON AREA SCHOOL DISTRICT

_____ By:_____

Secretary President