



# **Schuylkill Valley Elementary School**

## **2025-2026**

Dr. Shannon O'Donnell, Principal  
Mrs. Jacqueline Rivas, Assistant Principal

62 Ashley Way  
Leesport, Pennsylvania 19533  
610-926-4165  
[www.schuylkillvalley.org](http://www.schuylkillvalley.org)

The rules in the SVES Handbook are in addition to the school district's broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, school district authority.

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## ACADEMIC/SCHOOL INFORMATION

We welcome you to the 2025-2026 school year! Schuylkill Valley Elementary School strives to provide an environment where children can become lifelong learners. Laying foundational reading skills on which all subsequent learning can be built has been the focus of our efforts at the elementary school. As with any new skill, we know students must spend significant time practicing these skills in authentic, meaningful situations; therefore, students are given extended opportunities to practice their reading skills throughout our language arts block on self-selected texts at their reading levels. Students can regularly be seen engaging in their Daily 5 activities. Staff members gather, analyze, and utilize data to inform and differentiate their instruction for our students. In addition to the core curriculum in language arts, math, science, and social studies, our students receive instruction in music, art, physical education, discovery, science technology and innovations and library. Additionally, we offer a variety of services for children with special needs including speech and language support, learning support, autistic support, and gifted education to address students' individual needs. At Schuylkill Valley Elementary School, each student is challenged to think, question, and create.

### Vision

Our vision at Schuylkill Valley Elementary School is to empower students to realize their fullest potential. We expect them to be responsible, respectful and engaged citizens.

### Mission

The mission of the Schuylkill Valley Elementary School is to provide a safe, nurturing environment in which each student is challenged to think critically, problem-solve, create and communicate. With the cooperation of parents and the community, we prepare our students to be responsible and contributing members of society.

### Hours

8:40am to 8:50am	School buses arrive/family drop-off
3:15pm	Family pick-up students dismissed
3:20pm	Y-care dismissed to cafeteria
3:25 to 3:40pm	Busses are called and dismissed

***On an early dismissal day all students are dismissed at 12:00pm and no students will be served lunch. If your child must go to a different bus stop, please send a note at least two days in advance.***

### Contacts

<b>Schuylkill Valley District Office</b>	929 Lakeshore Drive Leesport, PA 19533-8631 Telephone: 610-916-0957
<b>Schuylkill Valley High School</b>	929 Lakeshore Drive Leesport, PA 19533-8631 Telephone: 610-926-1706
<b>Schuylkill Valley Middle School</b>	114 Ontelaunee Drive Leesport, PA 19533-8630 Telephone: 610-926-7111
<b>Schuylkill Valley Elementary School</b>	62 Ashley Way Leesport, PA 19533-8629 Telephone: 610-926-4165

***Office personnel are on duty at the Elementary School between the hours of 7:30am and 4:00pm Telephone contacts should be made between these hours.***

## Student Rights and Responsibilities

### **Student Rights**

Title 22 of the Pennsylvania School Code, Chapter 12.1 states that all persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

### **Student Responsibilities – Code of Conduct**

- 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.
- 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.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
  - 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.
  - Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - Dress and groom to meet standards of safety and health, and not cause substantial disruption to the educational process.
  - Assist the school staff in operating a safe school for the students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily and be in time at all classes and other school functions.
  - Make up work when absent from school.
  - Pursue and attempt to complete satisfactorily the courses of student prescribed by local school authorities.
  - Report accurately in student media.
  - Not use obscene language in student media and or on school premises.

## School-Wide Positive Behavior Interventions & Supports (PBIS)

### **SVES Positive Behavioral Intervention System Expectations:**

- **P** – Prepare for Success: i.e., complete assignments, organize materials
- **A** – Act Respectfully: i.e., follow directions, wait your turn, obey bus rules
- **W** – Work Together: i.e., use kind words, use manners, celebrate peers, help others
- **S** – Stay Safe; i.e., use walking feet, hands to self, remain in assigned seat on bus

### What are School-Wide Positive Behavior Interventions and Supports (SWPBIS)?

Schoolwide Positive Behavior Interventions and Supports (SWPBIS) is a proactive approach to discipline that promotes appropriate student behavior and increased learning. SWPBIS, guided by our PAWS Behavior Matrix, will enhance our current systems and practices and improve our culture.

### How does it work?

A key strategy for the SWPBIS process is prevention. Through instruction and modeling of PAWS Behavior Matrix expectations, all teachers and staff members teach prosocial behaviors directly, practice them frequently, and establish routines so that they become automatic. Additionally, there are multiple opportunities for positive corrective feedback.

### Does it make a difference?

SWPBIS is intended for all students, not just students who receive specialized services. The SWPBIS approach is structured to provide a blueprint to support all students in a school, from the most compliant to those requiring the most intensive support. This approach is research based; promotes accountability and sustainability through data collection and planned, well-articulated individual building structures; and fosters school-community partnerships at all levels.

### What about disruptive students?

When problem behaviors occur, students are provided with support and consequences to address them. If students do not respond, the intensity of the support and consequence increases. Most problem behaviors have an academic or social basis. Properly addressing the root of the behavior can prevent future occurrences.

## Discipline

Students who do not follow the school's behavior expectations will be subject to the discipline procedures outlined in the Student Handbook.

### How is PBIS different from other school behavior programs?

- The program is focused on acknowledging students for consistent positive behavior.
- The expectations are designed for all students, parents, staff, and settings.
- Direct instruction of expected behaviors will occur throughout the school year.
- The staff rewards students daily for exhibiting the expected behaviors outlined in the PAWS Behavior Matrix.
- Problem behaviors will be handled with consistent consequences that are focused on reflection of the expected behaviors while eliminating the problem behaviors.
- It's proactive.

## Attendance Information

The PA Department of Education requires the school to keep an accurate record of every student's (ages 6-18) attendance at school. Such records must show the true cause of every absence. Per District Policy 204, absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) days or at the discretion of the building principal when other mitigating circumstances prevent the submission of the excuse within the five (5) day limit. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### **Students may be excused from school for the following reasons:**

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non-school-sponsored educational tours or trips, if the following conditions are met:
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the building principal.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.

### **Student Absence Reporting Procedure**

In order to ensure the safety of all our students, all student absences must be reported to the office by 9:00am on the day of the absence. Please adhere to the following guidelines to report your child absent from school:

- Call the school office at **610-926-4165** by 9:00am OR email: [esabsence@schuylkillvalley.org](mailto:esabsence@schuylkillvalley.org)
- Provide the first and last name of the child and the homeroom teacher's name.
- Provide the reason for the absence.

**Please note: A signed excuse note must be sent to the office the day the student returns to school, OR an email to [esabsence@schuylkillvalley.org](mailto:esabsence@schuylkillvalley.org) | Phone calls do not excuse your student's absence.**

## **Attendance Letters/School Attendance Improvement Plan (SAIP)**

1. **3-day letter** – sent when a student accrues 3 days of unlawful/unexcused absences
2. **5-day letter** – sent when a student accrues 5 days of excused/unexcused absences
3. **School Attendance Improvement Conference (SAIC) Letter** to be sent when a student attendance improvement plan (SAIP) must be completed. These may be completed once a student accrues 5 days of unexcused/unlawful absence
4. **10-day letter** - sent when a student accrues 10 days of excused/unexcused absences

## **Absences and School Activities**

Students absent from school due to illness **may not** attend or participate in any school sponsored after-school activity on the day(s) of their absence. Students who arrive at school by 9:00am or are excused by the Principal for reasons other than medical, are not included in this rule.

## **Arrival to School**

Students who do not ride the bus to school shall be dropped off, curbside, at door 16. Parents must remain in the vehicle as students exit on sidewalk side. The doors open at 8:40am and close promptly at 8:50am. Students arriving after doors are closed must be brought into the office and signed in by a parent.

## **Doctor/Dental Appointments**

Any student arriving late or leaving early to go to a doctor/dental appointment must have a doctor's note verifying the appointment. Any student who does not supply a doctor's note will be marked as unexcused.

## **Releasing Students for Appointments:**

Children are granted permission to leave school for appointments with a doctor, dentist, or for emergency reasons. Please adhere to the procedure listed below for all Parent Pick-Ups between 9:00am to 3:00pm.

- Parents must **send a hand-written note with their student the morning of the early dismissal.**\* The note should include **child's name, teacher, and time** the child will be picked up and by whom. *\*If* a note cannot be sent in with the student, parents **must call the office.**
- Please use the "Visitors Parking Lot" located on the north side of the building (adjacent to Ashley Way). Enter the building office entrance, Door #16, to pick up a student during the school day.
- The person picking up the student will need to provide photo identification.
- Persons picking up a student **must** sign the student out on the sign out sheet located in the office.
- Students will be called to the office for pick up once their ride arrives.

## **Doctor's Excuses**

Any child who has accumulated absences of ten days or more will be required to bring in a doctor's excuse for any future absences. Non-compliance will cause illegal absences, School Attendance Improvement Conference (SAIC), and completion of a School Attendance Improvement Plan (SAIP).

## **Early Dismissal and Pick-Up**

Students are not permitted to leave the school grounds during the school day without receiving prior permission from the Principal. Permission for an early dismissal will be granted only after receipt of a written request from the student's parent/guardian. The written request must contain the date, time, and reason for the early dismissal and the name of the person picking up the student, if other than the parent/guardian.

Students requesting early dismissals must submit written request, the morning of the day he/she is seeking to leave early. The adult picking up a student must report to the main office with a form of identification to meet the student. Each student must be signed out by the designated adult. This procedure is for the safety of all students at the elementary school. Students may not leave the building to meet a parent and/or designated pick-up person. Violations will result in disciplinary actions.

## **Emergency Closings/Late Starts**

Should the Schuylkill Valley School District be forced to change its normal hours of operation due to physical plant, weather or other emergency conditions, the following procedures will be used.

1. The SVSD mass-calling system will be used as a first step to alert all parents of any change in schedule.
2. Announcements will also be made to the following public media, requesting their cooperation in conducting public service announcements:
  - a. WEEU 830 on the AM dial
  - b. WFMZ Channel 69
  - c. Schuylkill Valley School District web site [www.schuylkillvalley.org](http://www.schuylkillvalley.org)
  - d. Schuylkill Valley School District's Facebook page

3. A two-hour delay indicates that school begins at **10:50am instead of 8:50am** Students will be picked up 2 hours later than they would normally be picked up at their regular bus stop.

### **Family Request for Educational Trip**

Parents anticipating an absence because of a planned educational trip are required to submit an Educational Trip Request form **at least 2 weeks prior** to the trip. If your trip will exceed 5 days, subsequent days will be marked as parent verified. Once the trip information is reviewed and approved, a copy of the approved form will be sent home with your child, unless it was indicated the trip was a surprise, then a copy of the approval will be e-mailed home.

SVES has a form (available in the elementary school office or on the district website) that must be completed for a student to be excused from school for an educational trip. The educational nature of the trip must be specifically explained. Upon receipt of the written request from the parent or guardian, a student may be excused from school attendance to participate in **up to five days** of parent or guardian initiated educational tours or trips during the school term at the parent or guardian's expense when such tour or trip is so evaluated by the Superintendent or his/her designee. Student participants therein are subject to direction and supervision by an adult acceptable to the Superintendent or his/her designee and to the parent or guardian of the pupil(s) concerned. Educational trips **will not be approved** during mandatory state assessments – PSSA. **\*Please note: *approved educational trip days will count toward parent verified days of absence.***

### **Kindergarten Registration**

As per District Policy 201, a child is eligible for admission to kindergarten if she/he has attained the age of five (5) years on or before September 1st. Registration is held each spring for children who have not previously attended school.

As per District Policy 202.1 and 203, certificates that verify residency, birth date, and written verification of all immunizations must be presented at registration. Children cannot be admitted to the Schuylkill Valley Kindergarten program unless all required immunizations and proof of residency have been received before the first day of the school term.

### **Making Up Work**

Parents are asked to notify the school office when a child will be absent for an extended period of time. Assignments for an absence may be requested at any time the student is absent. If a call for an assignment is received by 8:00 am, it is *possible* to have material ready for pick up at the end of that day. Later requests may require a waiting period until the next day. Students shall be afforded two days to make up all work for each day of absence; however, students should attempt to submit all work within the earliest possible time frame. Assignments that were given in advance will still be due on the original due date or upon the student's return to school. Students absent for an extended time, other than illness, will still have equivalent days for making up missed work. Should work be requested for any absence (educational trip or illness), students are required to complete the given assignments and hand them to the teacher(s) upon their return.

### **Parent Pick-Up (Activities/Detention)**

Parents are requested to pick up their child after activities and/or detention within five minutes of the designated time. Continuous lateness will result in a telephone call and a letter with possible changes in future attendance of the above activities and/or detentions.

### **Parent Pick-up**

*Parent/Alternate Pick-Up Registration:* All students are encouraged to take advantage of school bus transportation provided by the Schuylkill Valley School District. However, provisions are provided for parents/guardians and authorized alternates to personally pick up their children from school.

**We strongly believe in “Safety First” at Schuylkill Valley Elementary, therefore every student is required to have a Parent/Alternate Pick-Up Registration Form on file in the elementary office in the event that a child needs to be picked up during the school year for any reason.** Please note that in your absence only the persons listed on the form that have your authorization will be allowed to pick up your child(ren) at school. Photo Identification must be shown prior to the release of any child.

If you plan to pick up your child from school every day, please send a note to the office indicating that your child will be a parent pick-up on a daily basis. If for some reason you are not able to pick up your child on a particular day after indicating that they would be picked up every day, please notify your child's teacher by way of a note indicating the change of routine and the duration of the change. Lastly, if you plan on occasionally picking up your child from school, you must send a note to your child's teacher who will forward it to the office. Please include your child's first and last names, their teacher's name, and the adult who will be picking your child up that day. Please also include the time of pick up.

### **Parent/Teacher Contact**

If a parent/guardian wishes to contact a teacher they may call them directly, email, send a direct message through Class Dojo, or send a written note. Questions regarding classroom procedures, classroom discipline, curriculum, student progress, etc. should be first

directed to the classroom teacher. Parents not receiving a satisfactory explanation to their question or concern from the classroom teacher should contact a building administrator.

### **Religious Holidays**

As per District Policy 204, school law provides for pupils of various religious faiths to be legally absent for certain religious observances. The District will recognize the child's absence for their observance.

### **Scheduled Early Dismissals**

All students are dismissed at 12:00pm and no students will be served lunch. **If your child must go to a different bus stop, please send a note at least two days in advance. – stated in the beginning of book – do we want to keep here too?**

### **Tardiness**

The school day begins promptly at **8:50am** Students arriving after 8:50am will be marked tardy and **must be accompanied into the office by an adult in order to be signed in to school**. Frequent lateness to school affects a child's learning and is disruptive to the classroom routine. In cases when a child is frequently late for school the amount of time the child is late each day will be totaled, and when appropriate, will be listed as a day of absence. **Please be aware that excessive tardiness is considered a form of neglect and may result in citations being issued and fines levied against the parents/caregivers.**

**\*\* All minutes tardy will be added together and recorded as illegal days of school after a certain number of missed minutes. This can be added to any other pending truancy situations.**

*(See Policy 204 of the School District Policy and Procedures Handbook)*

### **Homeless and Unaccompanied Students**

Under McKinney-Vento Homeless Assistance Act (1987), all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources need to ensure academic success.

*Who is considered homeless?* - Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

*Where can students experiencing homelessness attend school?* - The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest. If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

*What supports can school districts provide to homeless students?* - Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

*Homeless Dispute Process* - If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

*What if I think that I am eligible for services under McKinney Vento?* - Should anyone have any concerns for the homeless or unaccompanied status of a student, please contact the student's School Counselor or Dr. Melissa Brewer, Director of Pupil Services and Homeless Liaison for the SVSD. Dr. Brewer can be reached at 610-916-5745 or [mbrewer@schuylkillvalley.org](mailto:mbrewer@schuylkillvalley.org)

## Discipline

**Discipline Philosophy** - The Schuylkill Valley Elementary School's central goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, students are expected to demonstrate behaviors that enhance a positive learning environment. Schuylkill Valley Elementary School utilizes a school wide Positive Behavior Intervention System (PBIS).

Schuylkill Valley Elementary School will follow a progressive discipline approach, where appropriate. Students whose behavior disrupts the education process must receive appropriate attention from parents, teacher, support staff and/or administration.

### **Schuylkill Valley Elementary School Discipline Policy and Disciplinary Consequences**

As young individuals, elementary school students have rights, privileges and freedoms associated with their age and maturity. These freedoms and privileges, however, depend on the responsibility of abiding by specific rules, regulations and standards of behavior.

**Cafeteria Conduct** - Rules for behavior are set up in the cafeteria and administered by staff on duty. All students are expected to follow these rules while they are in the cafeteria.

- Students will report to the assigned tables unless otherwise directed by the adult on duty.
- Students will raise their hands for permission to leave their seats.
- Eating is only permitted at the assigned table.
- Normal conversation voices should be used. No yelling across tables.
- Respect others at the lunch table by using proper table manners.
- Games are not permitted in the cafeteria.

Students failing to follow the cafeteria rules may be referred to the building administration.

**Student Bus Code/Rules** - The Schuylkill Valley Elementary Administrators recognize the need for clearly defined rules and regulations governing student bussing. It is expected that the students of the district will conduct themselves in a quiet and orderly manner while riding the bus. The bus driver is legally responsible for the safe transportation of students. Bus conduct referrals will be submitted to principals by the bus driver with regard to the infractions of any, but not limited to, the following regulations:

- Students must ride on their regularly assigned school bus unless permission is obtained from the transportation to ride another bus.
- Students should be at the assigned bus stop five minutes before the arrival time of the bus. The bus driver does not need to wait for the students.
- Wait for the bus in a safe place – away from the roadway. Students shall not play games on the street or highway while waiting for the bus.
- Respect the property rights of people who reside at or near the bus stop. The school district is not responsible for any damage that may occur.
- Students shall not tamper with the bus or any of its equipment.
- Students shall not use profane and indecent language.
- Getting on and off the bus should be done in an orderly manner. Crowding, pushing and shoving are not only unnecessary, but also dangerous. **Under no circumstances should a student come in physical contact with the bus after departing it.**
- School bus drivers are entitled to the same respect shown to parents/guardians and teachers. Students are expected to cooperate with and follow the instructions of their bus driver.
- Students are to remain seated in their seats facing the front of the bus except when boarding and unloading. Do not change seats at any time. Bus drivers will assign seats to students.
- Students must keep their heads, hands/arms, and feet inside the bus at all times. Failure to do so could result in serious injury.
- Students shall not litter on the bus.
- Aisles and doorways have to be kept clear except when entering and exiting the bus. Book bags, musical instruments, etc., are to be held on the student's lap or placed on the floor between the student's feet.
- Do not throw anything in the bus or from the bus window.
- Eating or drinking on the school bus is not permitted at any time.
- Screaming, yelling, fighting or other disruptive behavior is not acceptable and will result in disciplinary action.
- Encourage your child to be alert to vehicular traffic when boarding or leaving the bus. If it is necessary to cross the street, cross only when the bus is stopped and the red flashing signals are on. Students should look both ways before

crossing in front of the bus, stay back ten steps from the bus until the driver signals that it is safe to board or cross the street.

- If a student drops or forgets something in or around the bus, **the student should not go back after it**. Report it to the driver immediately.
- For young children's safety, parents should help them to the bus stop and wait with them until the school bus arrives, then also meet them at the bus stop on the return trip. **A parent/guardian is required to be present at the bus stop for the return trip of students in kindergarten. In the event that a parent/guardian is not present the kindergarten student will be brought back to SVES, and their parent/guardian will be notified.** An authorized parent/guardian will need to pick the student up at SVES before the office closes at 4:00pm.
- The following items are not permitted in any school vehicle:  
balls (except for team balls), spray bottles, water pistols, peashooters, live animals, sling shots, laser pens/pointers, etc.

#### **Kindergarten – 4<sup>th</sup> Grade Discipline Procedures/Consequences**

Classroom behavior management systems are focused on accentuating and reinforcing desired behaviors. When students choose to violate school/classroom rules, the teacher will handle the situation in accordance with the procedures outlined below. Consequences may include loss of privileges, a phone call or note home, referral to guidance, or referral to the office. Repeated misbehavior will result in a parent conference and consequences associated with the behavior. Misbehavior will be classified into four different categories level 1, 2, 3, and 4 infractions. Descriptions and consequences of each infraction are outlined below. Additionally, repeated misbehavior may be referred to the Child Study Team.

#### **Detention - Students will be assigned to serve a detention before school from 8:00-8:40am or after school from 3:10-3:50pm.**

Transportation after detention is the parent/guardian's responsibility. Students are expected to attend all assigned detentions unless the appropriate administrator excused and/or cancelled the detention. Failure to attend a detention may result in an in-school suspension being assigned. Students who are absent on the day of an assigned detention are responsible for making it up **on the day they return to school**. Detentions will be assigned with a 24-hour notice. If the detention session must be changed, the parent must call the office on the scheduled date to request a change. Detentions will take precedence over all school, extra-curricular, home, and/or work activities.

#### **Students who are assigned a detention must observe the following rules:**

- Students must read, study or complete an assigned writing assignment.
- Students are not allowed to talk, sleep, eat food, use their cell phone, or listen to headphones.

#### **Suspensions**

Per District Policy 233, Suspension is exclusion from school for a period of time from one to ten consecutive school days.

- Suspensions may be given by the principal/assistant principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and has been given the opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.
- The parents shall be notified immediately in writing and by telephone when the student is suspended.
- When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the school code 12.8 (c) (relating to hearings).
- Suspensions may not be made to run consecutively beyond the ten school day period.
- Students shall have the responsibility to make up tests and work missed while being disciplined by the suspension and shall be permitted to complete these assignments within reasonable guidelines established by the Board of School Directors.

**In-School Suspension (ISS) - In-school suspension will be served in the Elementary School's Main Office. Depending on the severity of the incident, students will serve one to three days of ISS in the designated room/area during the school day. During ISS students will follow an academic work schedule to complete all schoolwork that is provided by the classroom teachers. Students lose all extracurricular eligibility until all ISS days are served and all assigned work is completed.**

It is the intention of the school administration to also employ in-school suspensions on an as needed basis. Students who fail to serve detentions may be assigned a day of in-school suspension. The school administrators may also impose in-school suspensions instead other sanctions if they determine that it is the most appropriate consequence for a particular student. This will not be an option for students and/or parents to choose a preferred consequence, rather the determination will be by school administrators. Factors that may necessitate such a decision may include, but are not limited to: School attendance, special instructional needs, and repetitive offenses.

Students will be required to complete all academic work as they would during a normal school day and hand in upon completion of their day in ISS. A packet of work for completion will be provided if the student completes their work before the conclusion of the day.

### **Out-of-School Suspension (OSS)**

Out-of-School Suspension will be served under the supervision of parent(s)/guardian(s). A parent/guardian conference will be required prior to reinstatement to school. Work will be collected and may be picked up in the elementary school office after 3:30 pm. Students are not permitted on Schuylkill Valley School District property while serving an Out-of-School Suspension without prior permission from a building administrator.

**Privilege Denial** - Students who receive a disciplinary consequence may also receive privilege denial (PD) as part of that consequence. Students on privilege denial may be prohibited from participating in school dances, non-curricular school trips, assembly programs, and all other school activities as determined by the school administrator.

### **Disciplinary Infractions - Levels of Infractions**

Disciplinary Infractions are divided into the following four (4) levels:

**Level 1 Infractions** - Minor student misbehavior that impedes the educational process and orderly classroom procedures and/or interferes with the operation of the school. This is typically uncooperative, non-compliant behavior. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel, such as a building administrator.

**Level 2 Infractions** - Infractions that are more serious than Level 1 infractions and that can be described as repetitive or frequent or that cause a serious disruption to the learning climate of the school or affect other persons, except where there are repeated instances of Level 1 or 2 infractions or other aggravating circumstances.

**Level 3 Infractions** - Infractions of a serious nature which result or could result in the violation of the legal rights of other, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of others in school, or conduct that may constitute a criminal offense where exclusion from school would be justified. Level 3 infractions can also include repeated Level 1 or Level 2 infractions where progressive discipline does not appear to be working.

**Level 4 Infractions** - Infractions that are serious, perhaps criminal in nature, where expulsion from school is justified or intervention by law enforcement is justified. Level 4 Infractions can also include repeated Level 1, Level 2 or Level 3 infractions where progressive discipline does not appear to be working.

### **Prohibited Conduct – Levels of Infractions Matrix**

*As a guide, the following chart sets forth the minimum infraction level a violation would justify, absent any relevant mitigating or aggravating circumstances.*

<b>Prohibited Conduct at School</b>	<b>Level of Infraction</b>
	<b>Level 1 Infractions:</b>
Cellphone, earbud/Airpod/headphone, and electronics use in unauthorized areas/times	1
Dress code or grooming rules violation	1
Engaging in an unsafe act(s) or omission(s)	1
Failing to be aware of all rules for student behavior and conduct himself/herself in accordance with them	1
Failing to take off a hood or hat promptly upon entering school	1
Failing to provide or volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property	1
Food and/or beverage in an unauthorized area	1
Insubordination/Failing to comply with a directive	1
Leaving class without permission	1
Lingering in hallways or other areas without legitimate purpose	1
Minor disruptive behavior	1

Possessing a laser pointer	1
Refusing to go to class	1
Refusing to report to the office	1
Riding a bike or walking to school without required approvals (see policy 223)	1
Roughhousing/Engaging in horseplay	1
Unexcused late to class	1
Violation of the Electronic Device Policy	1
<b>Level 2 Infractions:</b>	
Repeated violation of Level 1	2
Bringing or possessing a drone without authority by an Administrator	2
Bringing or possessing medication in violation of the rules set forth in the Code or in applicable policy of the district, including Policies 210 and 210.1.	2
Cheating/plagiarism on tests or assignments and/or violating copyright	2
Disconnecting any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the expectation that they will have hardware, such as a printer, connected and disconnected	2
Disruptive behavior including inciting any person(s) to disrupt the operation or the educational activities of the school district, provided, however, that this does not apply to any conduct that is protected under the law	2
Enabling an unauthorized person to enter any district building	2
Failing to cooperate in any district investigation or to answer questions	2
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	2
Failure or refusal to serve a detention (lunch, after school, etc.)	2
Gambling	2
Inappropriate display of affection	2
Lying to school authorities and/or withholding information that could impact school safety	2
Making sexual or lewd comments	2
Minor physical altercation - Hitting, shoving, kicking, slapping, tripping, and/or grabbing another student.	2
Misrepresenting his/her identity when using the district's computers	2
Opening or logging on to any computer, software, program or application using, utilizing, or inputting the User ID and/or password of any other person, or using any default or preset User ID and/or password without express authority	2
Operating a drone without legally required credentials as may be required by and in accordance with applicable law or without the authority of an Administrator	2
Participating in practical jokes or pranks which cause injury requiring medical attention	2
Petty vandalism - Vandalism that has no permanently damaging effect, or creates an excessive mess; writing on desks/textbooks.	2
Possession of an incendiary device - such as lighter, matches or other devices that can start a fire.	2
Repeatedly leaving class without permission	2
Sale of goods: Attempting to collect money via student for personal benefit through the sale of goods	2
Significant or repeated violation of safety rules or practices	2
Unlawfully retaliating against any individual	2

Using any computers unless and until the student has signed an acknowledgment in the form prescribed by the school district attesting to the students understanding of the rules governing the use of digital technology	2
Using inappropriate, obscene, offensive or profane language	2
Verbal confrontation with peer or adult	2
<b>Level 3 Infractions:</b>	
Repeated violation of level 1 or 2 offenses	3
Aiming a laser pointer at any person	3
Breaching school security	3
Bringing inappropriate pictures to school, in paper form, electronic form or any other form	3
Bullying any person	3
Bypassing any blocking or security software that may be used or installed by the district	3
Destruction, defacing, willfully damaging, or stealing the District's property or the property of a student, parent, or another person	3
Disorderly conduct	3
Engaging in or allowing the hazing of any student	3
Engaging in sexual conduct or activity	3
Entering or leaving school grounds without permission	3
Falsifying school district records	3
Fighting	3
Gang related activity or symbolism	3
Having knowledge and failing to report a gun/weapon or look-alike gun/weapon	3
Incurring any charges or costs of any nature or type to the school district in connection with digital technology or your use of digital technology; Except as specifically and expressly authorized in accordance with applicable procurement requirements established by the school district or by applicable law	3
Injuring any student, employee, or other person at school through negligence or willful misconduct	3
Misusing school district communications systems, including electronic mail, computers, Internet access, and telephones	3
Physical contact with intent to harm	3
Possession or distribution of counterfeit money	3
Setting off a false alarm or attempting to set off a false alarm	3
Sexually harassing any person	3
Stealing or attempting to steal	3
Taking a fire extinguisher off its fixture without justification	3
Threats to other students/staff - Actions that cause others to have concern for the safety of themselves, their property, or families	3
Trespassing	3
Unlawfully intimidating or harassing any person because of race, ethnicity, nationality, gender or gender identity	3
Using abusive, harassing, profane or obscene language that repeatedly threatens or offends another person	3
Using an electronic device(s) to harass or threaten a student or other person	3

Using digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act	3
Using racial/ethnic slurs	3
<b>Level 4 Infractions:</b>	
Repeated Violation of 1, 2 or 3 offenses	4
Accessing another's computer for any improper or unlawful purpose, including to activate the audio or video functions of the computer or to search the computer's files, documents, or codes, without the person's prior permission and authority	4
Aggravated Assault - attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life.	4
Attending school while under the influence of a controlled substance or alcohol	4
Blackmail or attempted blackmail	4
Bringing, possessing, selling, transferring drug paraphernalia to another person	4
Bringing, possessing, selling, transferring or consuming intoxicants or controlled substances	4
Calling in or making a bomb threat	4
Calling in or making a terroristic threat, per policy 218.2	4
Committing or attempting to commit arson	4
Confrontation involving any student/school personnel that results in requiring medical treatment by a physician or hospital as a result of fighting or assault	4
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the use of the fire extinguisher	4
District systems access, network(s) access, or computer(s) access without proper authority	4
Engaging in criminal conduct	4
Extortion or attempted extortion	4
Fighting	4
Hacking into any hardware and/or software owned or licensed by the school district for any purpose	4
Intentionally entering or hacking into any secure or confidential area of the school	4
Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any digital technology	4
Knowingly or willfully infecting any computer with any virus	4
Knowingly or willfully placing any malicious code in any computer	4
Misrepresenting to anyone any drug, pill, look-alike, drug or medication	4
Possessing firearms or other weapons	4
Possessing look-alike weapons	4
Possession/use of tobacco, vape paraphernalia, and/or smoking materials	4
Rape	4
Simple Assault - Attempts to cause or intentionally, knowingly, or recklessly causing bodily injury to another	4
Violating applicable law with the use or possession of an electronic device	4
When using the district digital technology, engaging in sexual acts, or sending any inappropriate pictures	4

***The foregoing examples of impermissible conduct are not intended to be all-inclusive. At the District's discretion, any violation of the School District's policies or any conduct considered inappropriate or unsatisfactory may subject the student to discipline, including expulsion. The District reserves sole discretion whether to apply progressive discipline in any given situation.***

**Academic Integrity** - Per District Policy 238, the Schuylkill Valley School District is committed to strict standards of academic integrity and to helping students develop intellectually, creatively and ethically. Honesty in all assignments is essential to the maintenance of such standards. Academic cheating and plagiarism are unacceptable in the Schuylkill Valley School District. Students who knowingly allow others to copy their work, as well as students who copy work from other students or from other sources and hand it in as their own, will be subject to receiving a zero for the assignment. Alternatively, students could be given a revised version of the assignment and will also be subject to disciplinary action according to the Level Two Infraction Chart.

**Bullying** Per District 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 a 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. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

**Bus Discipline** - Any bus misconduct may result in any or all of the following consequences:

1. Bus driver verbal warning and seat change
2. Bus driver written warning (bus referral)
3. Administrative verbal warning
4. Administrative detention
5. Loss of the privilege to ride the bus for a period of one day or up to the remainder of the school year based on the discretion of building administration and severity of the misconduct

***Mandatory school attendance will be enforced if bus riding privileges are denied to a student due to misconduct. In each case, the parent or guardian will be responsible to see that the student is transported to and from school.***

**Cell Phones/Electronics Policy** - District Policy 237, The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations. 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.

Building principals, in consultation with the Director of Pupil Services shall review the code of conduct each year and shall make recommendations in the code of conduct as to the use of electronic devices in each respective building. Recommendations from the principal shall be specific and shall include the extent of the use of electronic devices within their buildings and programs, on district property, on school buses, and while students are attending school-sponsored activities. The recommendations shall also include the response to violation of any such established rules. **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.**

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time. 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. Because such violations may constitute a crime under state and/or federal law, the building assistant principal/ principal and or Director of Pupil Services shall make all required and appropriate reports of any such conduct to state and/or federal law enforcement agencies.

The district shall not be liable for the loss, damage or misuse of any electronic device.

Cell phones and electronics shall not be used in any way that disrupts or detracts from the education and work environment. At the elementary school, cell phones, and electronics must be **turned off** and stored in the student's backpack for the duration of the school day. **These items are to be in the student's bag prior to entering the building and may not be removed until after students have left the building.**

Cell phones are only permitted with prior teacher or administrative permission and must be stored in lockers or bookbags outside of those times. If a teacher permits cell phone use to enhance a lesson, students must immediately store their phones when the lesson ends. Failure to follow these rules will result in loss of cell phone privileges.

### **Electronic Violations**

- The first violation of this policy will result in having the cell phone or electronic device confiscated and kept by the classroom teacher for the remainder of the day. The student may retrieve the device at the end of the day. Parents will be notified.
- The second violation of this policy will result in confiscation of the device to be kept in the elementary school office, and **a parent must retrieve the device** from the main office.
- The third and each additional violation of this policy will result in confiscation of the device to be kept in the elementary school office, **a parent must retrieve the device**, and the **student will receive an additional consequence**.

### **Acceptable Use of Internet, Computers, and Network Resources**

Per Board Policy 815, users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of district computers and/or network resources:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.[26]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Vulgar language or profanity.
11. Transmission of material that a reasonable person would know to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of materials in violation of copyright laws.
15. Loading or accessing unauthorized games, programs, files or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.

**Controlled Substances/Paraphernalia** Per District Policy 227, 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.

For purposes of this policy, controlled substances shall include:

- Any controlled substance prohibited by federal or Pennsylvania laws.
- Look-alike drugs.

- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- 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.
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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.

**Drug Possession/Use/Sale** - As per District Policy 227, students are not permitted to consume, be under the influence of, use, distribute, or possess drugs, look alike drugs, inhalants, or drug paraphernalia. The school district's Drug/Alcohol policy is the basis for all decisions in this area. All drug offenses are Level Four violations of the school district discipline code.

**Fighting/Assault** - Any act of fighting is a Level Four infraction and will result in an immediate suspension. Depending on the degree of severity or bodily injury, out-of-school suspension will be issued. The police will be called, and charges may be filed. Students will receive disciplinary consequences which may be different depending on the facts and student involvement. Likewise, any student provoking/inciting a fight will also face disciplinary action.

**Harassment** - Harassment is a form of discrimination based on protected classifications consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

- Sufficiently severe, persistent or pervasive; and
- A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

**Hazing** - Per District Policy 247, The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization.

**Inappropriate Items in School** - Bringing inappropriate items to school disrupts the educational atmosphere, causes discipline problems, and often causes safety concerns. Discipline can range from a Level One Infraction/detention to a suspension, depending on the item and the degree of the situation.

**Inappropriate items include (but are not limited to):**

- Toys
- Recreational items
- Firecrackers

- Skateboards
- Computerized Games
- Laser pens/pointers
- Chains of any kind
- Spray perfumes, deodorant sprays, or body sprays are prohibited due to allergies and asthma
- Energy drinks including but not limited to; Alani Energy, Celsius, Monster and Nos

If a student brings a cell phone, gaming device, iPod, or other musical device on the bus, it must be turned off and placed in the student's backpack before entering the building; it must remain there for the remainder of the school day. **See section marked cell phone/electronics for disciplinary consequences regarding these items.**

**Public Display of Affection** - Students are expected to conduct themselves in a manner that is appropriate to the educational environment. Relationships should be conducted in a manner that shows respect for other people. Holding hands is the extent of acceptable body contact. Kissing, hugging, embracing, and other similar acts of affection are not acceptable in the school environment.

**Pushing and Roughhousing** - Pushing, tripping, hitting, and any type of roughhousing are never permitted, **even if out of fun**, as it may erupt into a serious fight or injury. This type of action may result in a detention. If any harm is inflicted, intentionally or as the result of the roughhousing, more severe consequences will be implemented.

**Search of Student Property** - Per District Policy 226, 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 search 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.

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.

**Tobacco/Vape Devices** - Per District Policy 222, The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, non-users and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products.

For purposes of this policy, tobacco products encompasses not only tobacco but also vaping products including 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. 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.

This policy is in effect while the students are transported in school buses, on school property, and while participating in any school-sponsored activity. Violation of this rule will result in disciplinary consequences and a citation referral to law enforcement.

**Threats** - As per District Policy 218.2, terroristic threats shall mean a threat 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 reckless disregard of the risk of causing such terror or inconvenience.

**Video Surveillance** - Per District Policy 817, The purpose of this policy is to authorize the use of video surveillance systems in furtherance of the district's efforts to protect school property and the health, safety and welfare of students, employees and visitors. When using video surveillance systems, the district must balance its need to protect persons and property with the privacy rights of students and employees. Video surveillances equipment shall be used to monitor the halls, stairwells, cafeteria, parking lots, and the exterior of school buildings.

Any activities detected through the use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary consequences will be administered and/or criminal charges filed consistent with Board policy and procedures.

Upon written request, and/or at the discretion of the Superintendent, a student's parents/ guardians may view a recording if the student has been recorded and recommended for disciplinary action by the district. Parents/Guardians may view only the portion of the recording that documents the student's alleged misconduct. All requests must be made directly to the Superintendent in writing. The recording must be viewed in the presence of an administrator or designee.

All recorded footage is the property of the Schuylkill Valley School District, unless it becomes part of a legal proceeding, at which time law enforcement agencies become responsible for the preservation and/or destruction of the recorded footage.

**Weapons** - As per District Policy 218.1, 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.

As per this policy, a weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or 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 shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such an expulsion shall be given in conformance with formal due process proceedings required by law and Board policy the Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

### General Information

#### **Buying and Selling**

There will be no buying or selling of any kind whether by students, unless it is directly related to a school sponsored activity and has the prior approval of the building principal. All PTO activities are considered school related. Students are not permitted to bring personal items to school to be sold to other students.

#### **Field Trips**

The following guidelines are in place for all field trips sanctioned by the Schuylkill Valley School District, per policy 121.

- Parents must complete a Schuylkill Valley School District field trip permission form before students will be allowed to go on the trip.
- Students will remain with the group at all times.
- Proper conduct is expected at all times during the trip.
- If a student is not allowed to participate in a field trip, the student must report to school for the day. Assigned work will be completed either in another classroom or in the office.
- Habitual attendance/behavior problems may be denied field trip participation.
- Any lunch brought on a field trip should be carried in disposable containers. No glass is allowed.
- Appropriate clothing should be worn.

**Chaperones for Field Trips** - If teachers choose to take chaperones on field trips, chaperones will need to have completed all required clearances before the trip. Clearance information is located on the Schuylkill Valley Home Page at the top under the tab "Clearances". There is also a link under this tab with a list of currently approved volunteer names. Chaperones must enter the building through the office. All chaperone inquiries should be made to Robin Brightbill in our Human Resources Department at, [rbrightbill@schuylkillvalley.org](mailto:rbrightbill@schuylkillvalley.org).

The chaperone **must** present a pick up note to the homeroom teacher **before** leaving for the trip if they intend to take their child home after the trip. When arriving back at school, chaperones may sign out their child in the classroom and then are free to leave with their child. **Chaperones do not need to sign out in the office at the end of the day.**

#### **Library**

The Schuylkill Valley Elementary School houses a well-stocked library. Books and instruction in library science are made available to all students. Detailed information on library policies and procedures will be sent home with each child at the conclusion of their first library class for the year. Volunteer service for cataloging, typing, etc. is always appreciated and welcome. Please contact the librarian for more information on how to be a library volunteer.

## **Lost and Found**

A lost and found table/rack is located in the cafeteria. Please check this area for lost articles. Label all clothing, lunchboxes and belongings help to determine ownership and allow articles to be easily returned to the rightful owner if found. Items remaining will be donated to charity if they have not been claimed by year's end.

**Panther Pride Program** The Panther Pride Program at Schuylkill Valley Elementary School is designed to recognize and reward positive behavior in various settings, including the classroom, hallway, cafeteria, bathroom, recess, assemblies, and the bus. When a student is recognized for demonstrating positive behavior, they may receive a *Panther Paw*. Students can "cash in" their earned PAWs in the following ways:

- **PAWsitive Cart:** This cart visits classrooms monthly, allowing students to select items such as school supplies, fidgets, or stickers.
- **Panther Pride Quarterly Assemblies:** During these assemblies, students can enter their Panther PAWs into drawings for a chance to win various prizes. Multiple names are chosen from each grade level, and selected students can choose from an array of rewards. Additionally, each quarter, students are recognized in specific areas; the criteria differs at each grade level and can be further detailed by the classroom teacher.

## **Parties/Celebrations**

Students in the primary schools look forward to classroom parties or celebrations during the school year. Classroom celebrations are usually held in conjunction with holidays and coordinated by the classroom teacher with assistance from homeroom parents/guardians. It is a parental responsibility to notify the teacher if their child is not permitted to participate in classroom parties for religious reasons.

Birthday celebrations in schools often evoke excitement and anticipation among students. However, in recent years, concerns about food allergies and dietary restrictions have prompted schools to rethink how they approach birthday treats. As a result, SVES, will only allow **pre-packaged food items** with **complete ingredient lists** for such celebrations. Opting for prepackaged snacks not only ensures convenience but also minimizes the risk of allergen exposure and promotes inclusivity within the classroom.

**Patriotic Exercises – Per District Policy 807**, the Schuylkill Valley School District will conduct opening exercises while respecting the rights of students. Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students may choose to refrain from such participation and shall respect the rights and interests of classmates who do participate.

## **School Lunch Program**

Meals served in the cafeteria are part of the National School Lunch Program (NSLP). The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

**A school lunch consists of five different food items from four food groups. The four components are:**

1. Meat / meat alternative
2. Bread / bread alternative
3. Vegetable / fruit and
4. Milk

All five-food items are offered daily. Students must choose at least 3 of the 5 to make a meal. Whether students choose 3, 4, or 5 items, the price of the meal is the same. Cafeteria menus are monthly and are available on our website.

The National School Lunch Program requires that the school offer only milk with a student meal. The school will not offer a student juice or water with their meal. In order for a student to receive a substitute for their milk, a current doctor's note must be on file with the Food Service office and school health room. A current doctor's note must be submitted each school year.

## **Free / Reduced-Price Lunches**

The application for free or reduced-price meals may be found on the Schuylkill Valley website or obtained from the school office. **A new application must be completed and returned to the food service office each school year.** Following review of each application, parents / guardians are notified of the child's eligibility for either free or reduced-price meals.

## **Free and Reduced Price Meals Program**

All students are welcome to apply for the Free and Reduced-Price Meals Program. Current participants must reapply at the beginning of each school year.

To apply:

1. Go to [www.schuylkillvalley.org](http://www.schuylkillvalley.org).
2. Click Food Service
3. Click Free and Reduced Price Meals Programs
4. Apply online via SchoolCafe link on the webpage or print and submit a paper application.

### Debit Accounts

The Food Service Department operates all cashier functions under *SchoolCafe*, which is a computerized point-of-sale system.

- When a child decides he/she wants to buy lunch for that day, he/she will approach the cashier and enter his/her pin number into a key pad. The child's account and photograph will appear on the cashier's computer touch screen. The cost of the lunch will automatically be deducted from the account without any exchange of cash.
- When a student's account balance reaches approximately \$5.00, he/she will be notified, so another deposit may be made during the next three days, thus avoiding a zero or negative balance.
- Students who receive free or reduced-priced lunches will follow the same procedures outlined above. However, their automatic debits will be made at a free or reduced lunch price.
- Deposits may be made by sending a completed envelope along with your child to school. Your child is to place the envelope in the locked boxes in their respective building. Money will not be accepted without a completed envelope or in any of the school offices.
- Deposits may be made with cash or a check. Checks should be made payable to SVSD Food Service, contain the current date; and be written in blue or black ink only. A \$20.00 service fee will be charged for returned checks.
- Deposits may also be made online. To access the online payment, visit [www.schoolcafe.com](http://www.schoolcafe.com) Account purchase history may also be viewed at this website.
- Participation in the system is strongly suggested but not mandatory. The capability to process cash is available.
- All inquiries concerning the *SchoolCafe* system may be made by contacting the Food Service office at (610) 916-5726.

### Charges

The Food Service Department extends to all elementary students the privilege of charging meals in the cafeteria. Grades K-4: Students are permitted to charge the meals to their cafeteria account even when no money is available or when the account is in the negative. Students are not denied meals. Parents and guardians will be notified of low balances and delinquent accounts through automated phone calls.

Students who have negative accounts will not be allowed to purchase ala carte items. If a student has cash for an ala carte item, the student will be allowed to purchase the item unless otherwise noted on the account by the parent or legal guardian. Please contact the Food Service Department at 610 -916-5726 or to make any changes to an account.

- Participation in the system is strongly suggested but not mandatory. The capability to process cash is available.
- All inquiries concerning the *SchoolCafe* system may be made by contacting the Food Service Office at 610-916-5726.

### Student Dress

Per District Policy 221, The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.

Specific types of clothing and/or accessories that are not permitted Schuylkill Valley Elementary School include, but are not limited to the following:

- Clothing that is revealing or generally exposes private parts of the body.
- Clothing or jewelry that promotes or refers to drugs, alcohol, or tobacco.
- Clothing or jewelry that promotes or refers to weapons, violence, gang affiliation, sex, sexism, and/or ethnic/racial prejudices.
- Clothing or jewelry with suggestive themes and/or obscene pictures, words, or gestures.
- Sunglasses may not be worn in the building unless they are transition lenses.
- Footwear must be worn at all times.
- Shoes must be conducive to physical activity i.e. no wheels.
- Coats, hats, caps, or other head coverings are not to be worn in the building and should be removed during the school day.
  - Head coverings worn for religious or medical reasons shall be considered exempt from this rule.

- In addition to the aforementioned criteria, the administration reserves the right to make a decision regarding the decency of student dress.

If there is a concern regarding the dress or appearance of students, teachers may instruct students to alter their appearance and, if warranted, students may be referred to a building administrator. If the administrator determines the dress or appearance is inappropriate, the problem will be discussed with students and a parent/guardian. When a student's dress is representative of a danger to his/her health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change his/her clothing. A violation of the dress code may result in disciplinary action.

Students may be required to wear specific types of clothing while participating in physical education classes, technical education classes, internships, science laboratories, family consumer science classes, and/or extracurricular activities. Students attending school-based field trips are to dress in a manner that positively reflects Schuylkill Valley School District.

### Health Services

The care and safekeeping of every student is primarily the responsibility of their parent/guardian. The role of the school nurse is not one of diagnosis, but one of assessment and to provide first aid. It is the responsibility of the parent/guardian to see that care is handled by a licensed healthcare provider. A child who is ill will not be able to learn and may infect other individuals. Please check for and treat any signs of illness and /or injury before sending your child to school: fever, persistent cough, sore throat, headache, chills, swollen glands, skin eruptions, vomiting, diarrhea, eye redness, pain, bruises, muscle tightness, swelling, etc. To best ensure the health and wellness of the students and staff of the school, students should be fever-free, not vomiting and/or having diarrhea for 24 hours prior to returning to the school building. In the event a child becomes ill or injured during the school day, they may be referred to the school nurse for evaluation and treatment. If warranted, the school will take every measure to contact the parent, sending the student for needed medical treatment as soon as possible.

Parents frequently have questions regarding communicable disease, exclusion, and periods of isolation. The following are rules and regulations prepared by the Commonwealth of Pennsylvania Department of Health.

#### **Communicable Disease Regulations/Duration of Exclusion**

Per District Policy 203, a child may be excluded if he/she shows any signs of communicable illness. If excluded from school, the child will be readmitted with a note from the attending physician stating that the child is free from communicable disease. Some illnesses may require the student(s) be excluded from school building until 24 hours after the institution of appropriate therapy. These include but are not limited to: streptococcal infections, ringworm, impetigo, tonsillitis and conjunctivitis etc... Students will need to be admitted to school with a note from their healthcare provider.

#### **Dental Examinations**

Verification of a dental examination is required by Pennsylvania School Health laws upon entry to school, grades K, 3 and 7, and by all students transferring from another state. The examinations may be completed by their private dentist, or in school by the school dentist. School districts are permitted to accept reports of dental exams completed within one year of mandated grade.

#### **Student Health Information Forms**

To provide health services, a student health information form must be completed and signed by a parent or legal guardian and returned to the nurse's office at the start of the school year.

#### **Annual Screenings**

- Vision and growth (height and weight) screenings are completed every year on all students
- Hearing screenings are completed on all students in kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 7<sup>th</sup> and 11<sup>th</sup> grade
- Scoliosis screenings are completed in grades 6 and 7

\*Referrals for any concerns will be sent home with the student. Please return the completed referral reports to the school nurse as soon as possible.

#### **HIV Infection**

As per school policy 203.1, the Schuylkill Valley School District is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.

This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.

HIV-infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-

sponsored activity. School authorities shall determine the educational placement of infected students on a case-by-case basis by following the established policies and procedures for students with chronic health problems and students with disabilities.

### **Physical Examinations**

Verification of a physical examination is required by Pennsylvania School Health laws upon entry to school, grades K, 6 and 11, and all students transferring from another state. The examination may be completed by their primary physician, or in school by the school physician. School districts are permitted to accept reports of physical exams completed within one year of mandated grade.

### **Pennsylvania Immunization Regulations**

**For attendance in all grades**, students need the following immunizations per the Pennsylvania Department of Health:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 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, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Per District Policy 203 **on the first day of school**, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

#### **For Attendance in 7th Grade**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

Per District Policy 203, **on the first day of 7<sup>th</sup> grade** unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

#### **For Attendance in 12th Grade**

- 1 dose of MCV on the first day of 12th grade. (If a dose was given at 16 years of age or older, that shall count as the twelfth grade dose).

Per District Policy 203, **on the first day of 12<sup>th</sup> grade**, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

### **Guidelines for Administration of Special Medication**

**The Schuylkill Valley School District recognizes that parents/guardians have the primary responsibility for the health of their children.** Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals. If possible, medication should be given at home. As per school policy 210, when medication must be given in school, the following procedures **must** be followed:

#### **Prescription and Non-Prescription Medication**

It is our intent to ensure the maximum health and safety for all students. In most situations, all doses of prescribed medication can be given at home. However, we realize that there are times when it will be necessary for a student to receive medication during school hours. When it is necessary for a student to receive **any** medication (including over-the-counter medication) at school, parents must:

1. Complete the Medication Administration Form which requires both parent and physician signatures. Copies of this form can be found in the nurse's office or on the district website.
2. Parent/guardian or adult designee will count and note on the container the number of pills brought into school.
3. Notify the school nurse with physician's note and your written instruction if the medication is to be changed or discontinued
4. Medications not picked up by the end of the school year will be discarded

Students are **not** permitted to carry any medication on their person, with the exception of an inhaler or Epi-Pen for emergencies and only with an Authorization for School Medication Administration form/ Action Plan completed and on file in the nurse's office.

Please note: excluded from these procedures are the school's stock medications (Acetaminophen, Ibuprofen, Antacids, and Benadryl) for the treatment of illness and injury. These non-prescription medications are kept in the health room and given to students, as needed, provided there is a signed Student Health Information Form completed by the parent/guardian on file in the nurse's office.

### **Safety Drills and Procedures**

**Fire Drill** - A fire drill is signaled by the sound of the fire alarm system. Orderly exit procedures are in place for every room in the building. Teachers review and explain these procedures to students for each room. Students must take fire drills seriously. At no time should a student touch a fire alarm or fire extinguisher. Doing so endangers the health and safety of everyone. Disciplinary actions will be imposed for willful false fire alarms.

**Lock Down Drill** - Throughout the year, locking down drills are conducted to simulate what would occur if there was an intruder in the school. Students move to designated locations within the room, lights are turned off, and doors are locked. An announcement is made explaining that there is an intruder in the building. This signals the start of the drill. Talking during lock down drills is NOT permitted! Parents, students and staff will be made aware, in advance, of lockdown drills.

**Secure/Hold Drill** - Throughout the year, secure/hold drills are conducted. During these drills, all students are to remain in the classroom, the classroom door is secured, and class continues until the drill is concluded. Any student outside of a classroom when this drill occurs must stay in the room in which they are located at the time of the drill. If students are in the hallway, they must immediately return to the class where they are scheduled.

### **Student Programs**

**Child Study** - The Child Study Team's goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services. It is a positive, success-oriented program that uses specific assessment and intervention techniques to help remove educational, behavioral, or affective obstacles for all students in the regular classroom. The classroom teacher, other educators, or parents/guardians may identify students for Child Study services.

The team includes the building principal or designee, the guidance counselor, reading specialist, school psychologist, school nurse, and the student's classroom teacher. Parents/guardians are encouraged to participate as active partners in the process. The team helps coordinate, collaborate, assess, train and assist the school staff in meeting the specific instructional needs of students who struggle within the regular classroom.

**Elementary School Counselors** - The elementary school counselors provide services to the students, teachers, parents/guardians and other support agencies in three major areas: developmental, preventive and remedial.

A comprehensive developmental guidance program in Kindergarten through Grade 4 addresses age-appropriate concerns and skills facing the students. Career awareness activities and socialization skills are addressed at all levels. The counselor works with students both individually and in small support groups.

Consultation with parents/guardians, teacher and community agencies is an important aspect of the elementary counselor's role. The counselor's responsibilities include interpreting individual or group test results, screening students for additional services, being a part of the Child Study and Multi-Disciplinary Evaluation (MDE) teams, in addition to the different types of consultative work.

**Six Day Cycle** - All levels, elementary, middle and high school operate on a six-day cycle. Days are numbered 1-6 rather than Monday through Friday. If school is closed for any reason the days continue upon return, i.e. if Tuesday is Day 5 and school is closed on Wednesday, the next day school is in session, Thursday, becomes Day 6. This process affords the opportunity for continuity of special class scheduling – art, discovery, music, science technology and innovations, library, and physical education.

**Speech, Hearing and Visually Handicapped Services** - Some children with speech, hearing and vision problems may require corrective intervention through services provided to the District by various outside agencies. Signed parental permission is required before an evaluation is completed. Each child needing attention is seen at the school (in-person or virtual) by a professionally trained therapist. Speech therapy services are designed to remediate problems with sound production (articulation), language development, stuttering and voice disorders. Students are seen as deemed necessary by the speech therapist. Teacher and parental cooperation is encouraged to facilitate improved speech habits.

Children with impaired vision may require therapy and special reading materials in order to profit fully from classroom instruction.

By providing these services through the elementary grades, particularly in the early school years, these needs may be addressed to lessen interference with school learning.

### **Student Assistance Program**

The Student Assistance Program (SAP) is an assistance program for students in grades K through twelve. Students who are experiencing problems in school are identified and referred for help. The process is an intervention (not a treatment) program. The program is designed to:

- Develop and implement a referral process.
- Assist staff members in identifying normal, adolescent behavior from behavior that is indicative of a developing problem.
- Assist students in acknowledging and dealing with observed behaviors.

- Assist parents/guardians in acknowledging and dealing with observed behaviors of their child.
- Coordinate school and community resources that will assist students and parents/guardians.
- Make recommendations to students and parents/guardians based on observed behaviors.
- Refer students and parents/guardians to appropriate groups and organizations for help and support.
- Encourage and support the care and after-care of students.

The SAP team members are responsible for the implementation of this program. The team will include teachers, administrators, the school nurse, and school counselors, each of whom have undergone intensive, special training.

Teachers, staff members, parents, or students may initiate referrals to SAP. Once students have been referred, communications, participation, and support on the part of parents/guardians is very important to the process. Confidentiality of students, parents/guardians, teachers, and team members will be observed at all times.

Referrals can be made through the counseling office.

**Title I** - Schuylkill Valley Elementary School participates in the Federal Title 1 reading program. All students (K-2) are screened for eligibility, annually. Reading support is provided to eligible students by Title 1 and district reading staff. (See Policy 918 of the School District Policy and Procedures Handbook)

### Transportation

Bus transportation is provided for the convenience of all students and their parents. Concentrating on traffic conditions while maintaining proper control of 40 or more students is a difficult task. For the safety of the students and all drivers, it is imperative that students conduct themselves properly while riding school district buses. *The use of the bus is a privilege that may be revoked.* Students are expected to behave in a mature and respectful manner while being transported on district buses. It is expected that the students of the district shall conduct themselves in a quiet and orderly manner while riding the bus. Any behavior that jeopardizes the safety of others will be addressed with appropriate and firm disciplinary action.

It is not recommended students bring portable game devices. However, if they choose to use these items on the bus, the equipment should never disturb the driver or other students riding the bus. Any student using an item on the bus that becomes disruptive will be asked to put it away. Additional offenses will result in the item being confiscated and turned in to a school administrator.

**Schuylkill Valley School District and Eshelman Transportation Company are not responsible for any item that may be lost, stolen, or damaged, as we do not recommend bringing the items on the bus. The student is solely responsible for responsible for all personal items.**

**Bus Stops** - Bus stops are located as conveniently as possible while providing for all possible safety precautions. Children should be at their assigned bus stop at least five minutes before the designated arrival time of the bus. All pupils are informed of bus stops and times by letter before the beginning of each school term.

*All kindergarten students must be met at their bus stop by a parent or guardian. If a parent or guardian is not present the driver will bring the student back to the Schuylkill Valley Elementary School.*

**Large Objects** - The transportation guidelines established by the State of Pennsylvania prohibit the carrying of any objects on the bus such as school projects and band instruments unless they can be held safely on the pupil's lap or between the student's legs. Bus aisles must remain clear at all times.

**Bus Assignment Information Services** - Students will be assigned to a stop in the proximity of their residence. Students shall get on or off the bus at their assigned bus stop. To accommodate parents' altered work schedules of students in Kindergarten through grade eight and to provide for alterations in family baby-sitting service of students in Kindergarten through grade eight, parents or guardians may request a change in accordance with the following guidelines:

**Students will be assigned to a single permanent stop while variations may be approved for:**

- Change of bus stop with no change to another bus if the bus will stop at an established stop with no alteration in the route.
- Change to another bus if the bus will stop at an established stop with no alteration in the route.

**Requests for Change of Bus Routes** - Bus drivers have been instructed not to accept verbal or written bus change requests.

**Routine Requests** - Special transportation requests from parents or guardians shall be in written form and submitted to the school a minimum of two (2) school days before the effective date of the request. The school secretary or principal will be responsible to

inform the parent or guardian of the resolution of the request. School principals, bus coordinators and bus drivers will be kept informed of decisions made and any changes that would have a direct effect on their responsibilities.

**Emergency Requests** - Emergency requests may be made **in writing** to the school office or transportation department. Only truly emergencies will be acknowledged such as:

- Medical emergency causing parent not to be at home.
- For aiding families with medical emergencies or death in the family.

**Basis of Approving Requests** - The primary basis of approving a request will be that there is available seating on the bus route requested.

**Note to Parents/Guardians:** Under HB80, a person who enters a school bus without proper authorization with the intent to disrupt or interfere with the driver, and who refuses to leave the bus after being ordered to do so, commits a misdemeanor of the third degree. Each offense would be punishable by up to 1-year imprisonment and a fine not exceeding \$2,500. In addition, school districts are authorized to place notices at the entrance to school buses to warn against unlawful entry.

### **Conclusion**

The procedures outlined above are not intended to be all-inclusive, covering every situation, or every possible act or misbehavior. The primary concern of the school is to assist students by teaching them desirable behaviors, in turn creating happy, productive, well-adjusted members of the school community. Building administrators, teachers and support staff will work with students, parents and community agencies to achieve these goals. In the event an act of inappropriate behavior occurs which is not defined in this section, a building administrator will take steps he/she deems most appropriate in dealing with the inappropriate behavior. Further information can be found in the SVES school district policies book.

*Should you have any questions relative to the operation of the Schuylkill Valley Elementary School, please feel free to contact the elementary office and an administrative assistant will help you identify the appropriate resource.*

**Policies Requiring Annual Parent/Student Notice:**

- 006. Meetings
- 103. Discrimination/Title IX Sexual Harassment Affecting Students
  - 103.1. Nondiscrimination – Qualified Students With Disabilities
- 104. Discrimination/Title IX Sexual Harassment Affecting Staff
- 105.1. Review of Instructional Materials by Parents/Guardians and Students
- 113. Special Education
- 114. Gifted Education
- 123. Interscholastic Athletics
  - 123.1. Concussion Management
  - 123.2. Sudden Cardiac Arrest
- 138. Language Instruction Educational Program for English Learners
- 142. Migrant Students
- 143. Standards for Persistently Dangerous Schools
- 144. Standards for Victims of Violent Crimes
- 146. Student Services
- 200. Enrollment of Students
- 203. Immunizations and Communicable Diseases
- 204. Attendance
- 209. Health Examinations/Screenings
  - 209.1. Food Allergy Management
  - 209.2. Diabetes Management
- 210. Medications
  - 210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 216. Student Records
- 218. Student Discipline
  - 218.1. Weapons
- 222. and 323. Tobacco and Vaping Products – Students and Employees
- 226. Searches
- 235. Student Rights and Responsibilities
  - 235.1. Surveys
- 236.1. Threat Assessment
- 237. Electronic Devices
- 246. School Wellness
- 247. Hazing
- 249. Bullying/Cyberbullying
- 250. Student Recruitment
- 312. Performance Assessment of Superintendent/Assistant Superintendent
- 604. Budget Adoption
- 619. District Audit
- 621. Local Taxpayer Bill of Rights
- 705. Facilities and Workplace Safety
- 707 Use of School Facilities (Boy Scouts Act)
- 716. Integrated Pest Management
- 805. Emergency Preparedness and Response
- 806. Child Abuse
- 808. Food Services
- 810.2. Transportation – Video/Audio Recording
- 823. Naloxone
- 824. Maintaining Professional Adult/Student Boundaries
- 904. Public Attendance at School Events
- 906. Public Complaint Procedures
- 918. Title I Parent and Family Engagement

THE SCHUYLKILL VALLEY SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS, OR ACTIVITIES BASED ON RACE, SEX, HANDICAP, OR NATIONAL ORIGIN. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE IX OF THE EDUCATION AMENDMENT OF 1972 AND SECTION 503 AND 504 OF THE REHABILITATION ACT OF 1973.



## Schuylkill Valley Elementary School

62 Ashley Way • Leesport, PA 19533 • Phone: 610-926-4165 • Fax: 610-916-5048

Dr. Shannon O'Donnell, Principal • Mrs. Jacqueline Rivas, Assistant Principal

# Parent Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends Schuylkill Valley Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Schuylkill Valley Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Dr. Shannon O'Donnell at Schuylkill Valley Elementary School at 610-926-4165 or email me at [sodonnell@schuylkillvalley.org](mailto:sodonnell@schuylkillvalley.org).

Sincerely,  
Dr. Shannon O'Donnell