



Schuylkill Valley High School

2025-2026

Mrs. Toni Crater, Principal
Mrs. Jennifer Godtfring, Assistant Principal

929 Lakeshore Drive
Leesport, PA 19533
Telephone: 610-926-1706
Website: www.schuylkillvalley.org

Student Parent Handbook

The rules in the SVHS Student 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.

Table of Contents

High School General Information	5
Student Rights and Responsibilities.....	5
Student Rights	5
Student Responsibilities	5
Alma Mater	6
School Colors.....	6
School Mascot.....	6
Motto.....	6
2025 – 2026 Bell Schedules.....	7
Handbook Purpose	8
Schuylkill Valley Board of Directors.....	8
Administration	8
District Telephone Numbers	8
School Website	8
Emergency Closing/Late Starts.....	9
Building Locations and Phone Numbers	9
Academics and Student Services.....	10
Calendar for the 2025-2026 School Year	10
Counseling	11
Graduation Requirements	11
Course Credits Required for Graduation	11
Keystone Exam	11
ACT 158 Graduation Pathways	12
Grading/Grade Reporting.....	13
Homework	13
Honor Roll – Academic Achievement.....	13
Report Cards	14
Testing	14
Student Assistance Program	14
Athletics/Academic Code	14
Athletics	14
Academic	14
Weekly Ineligibility	15
Quarterly Ineligibility	15
Sports Physicals	15
Athletics/Activities - Attendance Policy.....	15
Attendance	15
Attendance Letters/School Attendance Improvement Plan (SAIP) Process.....	16
Absences and School Activities.....	16
Pre-Arranged Absences (Religious Holidays, Educational Trips, etc.).....	17
Make-up Work.....	17
Unexcused/Unlawful/Illegal Absences.....	17
Unlawful Absences	17
18-Year-Old Students/Absence Excuses	18
Early Dismissal	18
Late to School/Tardy.....	18
Homeless and Unaccompanied Students	18
Disciplinary Consequences	19
Discipline.....	19

Administrative or Teacher Detention.....	19
Suspension	20
In-School Suspension.....	20
Out-of-School Suspension	20
Disciplinary Infractions	20
Bus Discipline.....	25
Definitions	25
Academic Integrity.....	25
Controlled Substances/Paraphernalia.....	25
Bullying	26
Electronic Device Policy.....	26
Electronic Device Usage.....	27
Acceptable Use of Internet, Computers and Network Resources	27
Fighting/Assault.....	28
Harassment.....	28
Hazing.....	28
Profanity.....	28
Pushing and Rough Housing.....	29
Search of Student Property	29
Theft.....	29
Tobacco/Vaping Devices	29
Threats	30
Video Surveillance.....	30
Weapons.....	30
General Rules & Procedures	31
Affection	31
Announcements	31
Assemblies.....	31
Berks Career and Technology Center (BCTC).....	31
Change of Address.....	31
Cafeteria.....	32
School Meal Information	32
Unclaimed Funds and Refund Policy	33
Free and Reduced-Price Meals Program.....	34
Dress Code Policy.....	34
Drug and Alcohol Offenses	35
Energy Drinks and Energy Supplements in School	35
Emancipated Students.....	35
Field Trips.....	35
Hall Passes – E-Hall Pass	35
Homecoming.....	36
Library	36
Lockers.....	36
Lost and Found	36
Lost and Damaged School Property	36
Military Recruiting.....	37
Money and Valuable Items	37
National Honor Society (NHS).....	37
Office Phones.....	37
Patriotic Exercises.....	38
Personal Expression	38

Limitations on Student Expression	38
Scheduling	39
Study Halls.....	39
Visitors.....	39
Withdrawal from School.....	39
Work Permits	40
Health Services.....	40
Student Health Information Forms	40
Communicable Disease Regulations/Duration of Exclusion	40
Pennsylvania Immunization Regulations.....	40
Exclusion	41
Annual Screenings	41
Medical/Physical Examinations.....	42
Dental Examinations.....	42
Guidelines for Administration of Medicine	42
HIV Infection.....	43
Emergency Preparedness.....	43
Student Activities and Programs.....	44
Activities – Social.....	44
Activity Period.....	44
Transportation.....	45
Motor Vehicles	45
BCTC Student Drivers.....	45
Parking Permits.....	45
Bus	46
Large Objects on Buses	46
Bus Stops and Services	46
Requests for Change of Bus Stop	46
Pennsylvania Crimes Code – Unauthorized School Bus Entry	47
Policies Requiring Annual Parent/Student Notice	47

High School General Information

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

- 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:
 - a. 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.
 - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for the students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time at all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - j. Report accurately in student media.
 - k. Not use obscene language in student media or on school premises.

Alma Mater

Let us all unite and sing, Our
song of praise to thee With
honor, laud, and glory, We
will true and faithful be. Any
homage now we'll pay,
for you're our Alma Mater dear...
Our guidepost every day.

Let's sing of mem'ries that we know,
Of joy within our soul.
As day by day we onward go,
Straightforward toward our goal.
Now raise a toast to classmates dear,
To newer paths untrod,
For red and black let's give a cheer,
Toward victory we will plod.

Time-honored Schuylkill Valley
They walls to us are dear,
Oh how can we forget thee,
Or the times that we've spent here?
Our Alma Mater e'er you'll be, And
In our hearts will rule
Forever steadfast, true...
Schuylkill Valley High School!

Written by James Rieser Class of 1959

School Colors

Red and Black

School Mascot

Panther

Motto

"In ourselves, our future lies."

2025 – 2026 Bell Schedules

Regular School Day Schedule			
1 st Bell – 7:42am			
Homeroom	7:45 – 7:50		
Period 1	7:54 – 8:35		
Period 2	8:39 – 9:20		
Period 3	9:24 – 10:05		
Period 4	10:09 – 10:50		
PM BCTC East and West Bus Departures			
Students dismiss at the end of Period 5A			
Lunch A 10:54 – 11:29	Period 5B 11:33 – 12:14	Period 6C 12:18 – 12:59	
Period 5A 10:54 – 11:35	Lunch B 11:39 – 12:14	Period 6C 12:18 – 12:59	
Period 5A 10:54 – 11:35	Period 6B 11:39 – 12:20	Lunch C 12:24 – 12:59	
Period 7	1:03 – 1:44		
Period 8	1:48 – 2:35		
Activity Period Schedule			
1 st Bell - 7:42am			
Homeroom	7:45 – 7:50		
Activity/Advisory	7:53 – 8:20		
Period 1	8:24 – 9:02		
Period 2	9:06 – 9:44		
Period 3	9:48 – 10:26		
Period 4	10:30 – 11:08		
PM BCTC East and West Bus Departures			
Students dismiss at the end of Period 5A			
Lunch A 11:12 – 11:47	Period 5B 11:51 – 12:27	Period 6C 12:31 – 1:06	
Period 5A 11:12 – 11:48	Lunch B 11:52 – 12:27	Period 6C 12:31 – 1:06	
Period 5A 11:12 – 11:48	Period 6B 11:52 – 12:28	Lunch C 12:32 – 1:07	
Period 7	1:11 – 1:49		
Period 8	1:53 – 2:35		
2-Hour Delay Schedule		Special Notes: <ul style="list-style-type: none">• Alternating AM Schedules: Period 1 & 2 or 3 & 4• No breakfast served• If a 2-hour delay occurs on a Wednesday, there will be NO Activity Period	
1 st Bell – 9:42am			
Homeroom	9:45 – 9:50		
Period 1 or Period 3	9:54 – 10:25		
Period 2 or Period 4	10:29 – 11:00		
PM BCTC East and West Bus Departures			
Students dismiss at the end of Period 5A			
Lunch A 11:04 – 11:34	Period 5B 11:38 – 12:19		Period 6C 12:23 – 1:04
Period 5A 11:04 – 11:45	Lunch B 11:49 – 12:19		Period 6C 12:23 – 1:04
Period 5A 11:04 – 11:45	Period 6B 11:49 – 12:30		Lunch C 12:34 – 1:04
Period 7	1:03 – 1:44		
Period 8	1:48 – 2:35		

Handbook Purpose

This handbook provides information concerning the policies, procedures, and rules that are in place at Schuylkill Valley High School. While it does not cover every situation, it serves as a guideline of information for administrators, teachers, staff, parents, and students. School administrators retain the right to modify procedures and rules during the school year if deemed necessary.

Parents and students are asked to read this handbook and then sign the acknowledgement form indicating that you and your son/daughter have read and understand the policies and procedures of the Schuylkill Valley School District. The signed form must be returned to the high school office by the conclusion of the first week of school. If you have any questions, do not hesitate to contact the high school assistant principal for clarification.

Schuylkill Valley Board of Directors

Mr. David E. Moll	President
Mr. Alfonso F. Rossi	Vice-President
Mrs. Linda R. Lash	Secretary
Mr. Franklin M. Ammarell	Board Member
Mr. Paul L. Bendigo	Board Member
Mrs. Nicoleen M. Kleffel	Board Member
Mr. Bryan J. O'Donnell	Board Member
Mrs. Kelly J. Steinke	Board Member
Mr. Daniel B. Weyandt	Board Member
Dr. Cathy Taschner	Non-Voting Member

Administration

Dr. Cathy Taschner	Superintendent
Dr. Patrick Winters	Chief Education and Operations Officer
Dr. Melissa Brewer	Director of Pupil Services
Mrs. Jenny Rexrode	Director of Curriculum and Learning
Mr. Jason Hansen	Athletic Director
Mrs. Toni Crater	High School Principal
Mrs. Jennifer Godtfring	High School Assistant Principal

District Telephone Numbers

District Office	610-916-0957
High School Office and Counseling Office	610-916-1706
Fax # Attendance and Counseling Offices	610-916-2893
Fax # High School	610-926-8341

School Website

www.schuylkillvalley.org

Emergency Closing/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 website www.schuylkillvalley.org

Building Locations and Phone Numbers

Schuylkill Valley High School 929 Lakeshore Dr. Leesport, PA 19533 610-926-1706		
District Administration	Schuylkill Valley Middle School	Schuylkill Valley Elementary School
929 Lakeshore Drive Leesport, PA 19533 610-916-0957 (Phone) 610-926-3960 (Fax)	114 Ontelaunee Drive Leesport, PA 19533 610-926-7111	62 Ashley Way Leesport, PA 19533 610-926-4165

Academics and Student Services

Calendar for the 2025-2026 School Year

August 18, 19, 20	Teacher In-Service – No School for Students
August 21	First Day for Students
August 29 – September 1	Labor Day Holiday – No School for Teachers/Students
October 13	No School for Students – Teacher In-Service
November 6-7	Act 80 Days – No School for Students Parent-Teacher Conferences
November 27 – December 1	Thanksgiving Holiday – No School for Teachers/Students
December 24 – January 2	Winter Vacation – No School for Teachers/Students
January 19	Act 80 Day – No School for Students Staff Only: Day of Service
February 13* - 16	Presidents Day Holiday – No School for Teachers/Students
March 5-6	Act 80 Day – No School for Student Parent-Teacher Conferences
March 30*, 31*, April 1*, 2, 3, 6	Spring Break – No School for Students/Teachers
April 24	No School for Grades 11 and 12 only
May 22	No School for Students – Teacher In-Service
May 25	Memorial Day Holiday – No School for Teachers/Students
June 3	Early Dismissal for Students – Teacher In-Service PM
June 4	Last Day of School – Early Dismissal Teacher In-Service PM
June 5	Teacher In-Service – No School for Students

***Indicates inclement weather make-up day**

Counseling

School counselors are available to all students in the high school. Their services include assistance with educational planning; interpretation of test scores; occupational or career information; and assistance with home, school, or social concerns. Students are free to discuss academic or personal concerns with their school counselor.

Students or parents who wish to meet with a high school counselor may request an appointment by contacting the counseling office at 610-916-5477. School counselors are assigned by students' last name.

High School Counselor

Ms. Kelly Musket – Last Names A-K

Mrs. Dana Heins – Last Names L-Z

Graduation Requirements

To receive a Schuylkill Valley High School diploma, students must earn a minimum of 25.0 credits.

Course Credits Required for Graduation

Electives	8.00
English	4.00
Social Studies	4.00
Math	3.00
Science	3.00
Additional Math or Science	1.00
Fitness	1.50
Wellness	.50
Credit Total	25.00

Promotion from one grade to the next is based upon credits earned. Parents will be informed if a student has fewer than the required credits for promotion. To be promoted, students must meet the minimum credit requirements.

Grade 9 to 10: Students must have passed at least four major courses and earned at least 5.5 credits.

Grade 10 to 11: Students must have earned at least 11.0 credits.

Grade 11 to 12: Students must have earned at least 17.0 credits. However, final decisions on promotion to grade 12 may be based on whether the student can be scheduled for the courses needed for a June graduation.

All students are required to take a minimum of 6.5 credits per school year.

Keystone Exam

The Keystones are end-of-course examinations designed to help school districts guide students towards meeting state standards. Students will take each Keystone Exam after they complete the corresponding course. Students are discouraged from taking educational trips during Keystone testing window.

ACT 158 Graduation Pathways

The Pennsylvania Pathways to Graduation were implemented by the Pennsylvania Department of Education to ensure that all graduates of state high schools were equipped to be successful upon graduation from high school.

Students are required to meet one of the following pathways to graduate from high school:

Pennsylvania Pathways to Graduation		
1. Keystone Proficiency Pathway <i>Numeric or Non-Numeric Scores</i>		
Algebra I <i>Proficient or Advanced</i>	Biology <i>Proficient or Advanced</i>	Literature <i>Proficient or Advanced</i>
2. Keystone Composite Pathway <i>Numeric Scores Only</i>		
At least 1 Keystone Exam scaled score is 1500 or greater	No Keystone Exam score is Below Basic	The Keystone Exam 3-score composite is 4452 or Greater . The Keystone Exam 2-score composite is 2939 or Greater . <i>Where eligible under 121.1</i>
3. CTE Concentrator	4. Alternate Assessment	5. Evidence-Based Pathways
Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient.	Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient.	Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient.
CTE Concentrator	Alternate Assessment	Evidence-Based
1 Artifact from pathway criteria	1 Artifact from pathway criteria	3 Artifacts from pathway criteria
6. Waiver		7. Individualized Education Plan
A student in 12 th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.		A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 Section 4.24.

We are proud to provide the resources necessary to assist students in meeting a pathway by the end of their senior year.

Grading/Grade Reporting

The grading system for the high school is as follows. Also see below for quarterly breakdown.

Grade	Numerical Range	GPA	Grade	Numerical Range	GPA
A+	100 - 97	4.33	D+	69 - 67	1.33
A	96 – 93	4.00	D	66 – 63	1.00
A-	92 – 90	3.67	D-	62 – 60	0.67
B+	89 – 87	3.33	F	59 – 0	0
B	86 – 83	3.00	* Incomplete work must be made up or a failing grade may result.		
B-	82 - 80	2.67	1 st Marking Period – 25%		
C+	79 – 77	2.33	2 nd Marking Period – 25%		
C	76 – 73	2.00	3 rd Marking Period – 25%		
C-	72 - 70	1.67	4 th Marking Period – 25%		

Quarterly grades may be withheld for students who are not able to complete their work by a specified time due to extenuating circumstances. Students are expected to report to their teachers to arrange the make-up work needed to complete their grade. If grades are incomplete by the end of the academic quarter, a maximum of two, six-day cycles will be allowed for make-up work*. Alternate arrangements (i.e. approval for extensions to be granted), must have administrative approval. *Note: All 4th quarter extensions must have administrative approval.

Homework

Homework assignments to be completed outside of the class period may be required and are considered a valuable addition to the learning process. The assigned homework will reflect the needs of the grade level placement and will correspond with the developmental appropriateness for course assignments at that level. These assignments enhance as well as increase reinforcement for learning. The assignment of homework assumes that desirable learning experiences can also take place in the home. Students, parents, and teachers must play a cooperative role in making homework a beneficial experience.

Students who have been absent are responsible for making arrangements with each of their teachers to obtain missed assignments. Students may also email their teachers directly to obtain missed assignments. Assignments can also be found on the teachers Schoology page along with teacher email addresses.

Honor Roll – Academic Achievement

For students to qualify for recognition in any of the three academic levels the following grade point averages must be attained:

Principals List	3.75 - 4.000+
Honor Roll	3.500 - 3.749
Merit Roll	3.000 - 3.499
Note: <ol style="list-style-type: none">1. If students fail one subject, they are not eligible for recognition.2. An ‘incomplete’ grade at the end of a quarter will keep students off the honor roll list until incomplete work is completed and graded.	

Report Cards

Report cards are posted every nine weeks in Sapphire.

Testing

The Keystone exams are required standardized tests. Other tests may include (but are not limited to):

- SAT
- PSAT/NMSQT
- ASVAB

Student Assistance Program

The Student Assistance Program (SAP) is an assistance program for students in grades kindergarten 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.

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 the 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.

Athletics/Academic Code

Athletics

Schuylkill Valley High School offers a wide variety of interscholastic athletics for student participation. Students are made aware of the opportunities via the announcements as well as communications from the Athletic Director.

Academic

The Schuylkill Valley Board of School Directors recognizes that the main mission of the Schuylkill Valley School District is the academic development of its students. Academics will take precedence over all extracurricular activities.

Weekly Ineligibility

Students who are failing two or more courses for the current week will be prohibited from participating in all athletic and non-athletic extracurricular activities for a period of one week. The ineligibility will be in effect for the upcoming week (Sunday-Saturday). As a general rule, the cut-off for schoolwork included for ineligibility is Thursday at noon. In instances where there is no school Thursday and/or Friday, the cut-off will be moved back to allow time to properly notify the ineligible students. The high school will monitor ineligibility on a consistent basis.

Quarterly Ineligibility

Students who fail two or more subjects at the end of a quarter will be ineligible for twenty *school* days. The period of ineligibility will begin on the day after the report cards have been posted to the community portal in Sapphire.

The only exception to this rule is for students who attend the after-school study hall. If students attend study hall and follow all established rules, they may attend an athletic or non-athletic activity. An ineligible student may attend an event as a spectator if he/she attends every study hall up to and including the day of the event.

Sports Physicals

Sports physicals are required for all students participating in athletic programs. These physicals are offered by the district at a minimal cost, or they can be done privately at your expense.

Athletics/Activities - Attendance Policy

Students must be in the high school by 9:00 AM in order to participate in an athletic or non-athletic extracurricular practice, contest, performance, or activity held that day. Any exceptions must be approved by the athletic director or high school principal. Examples of exceptions (with proper documentation) include college visits, doctor appointments, funerals, etc.

Attendance

The Pennsylvania 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.
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 students' 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.

To report a student absence, please either use our email, hsabsence@schuylkillvalley.org, or a phone call to the office at 610-916-5474.

Absence excuses should include the following information:

- Name of student
- Date(s) of absence
- Reason for absence – specific statement such as the nature of illness
- Signature of parent or guardian

Attendance Letters/School Attendance Improvement Plan (SAIP) Process

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 or unexcused absences
3. Student Attendance Improvement Conference Letter (SAIC) 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 absences.
4. 10-day letter – sent when a student accrues 10 days of excused or 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 9:00 AM or are excused by the principal for reasons other than medical, are not included in this rule.

Any student arriving late or leaving early for a doctor or 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.

These procedures are to be followed for all absences including AM and PM absences and include students who will be absent from BTC.

Pre-Arranged Absences (Religious Holidays, Educational Trips, etc.)

Permission will be granted for pre-arranged absences only upon receipt of a written request from a parent or guardian. Written requests must be submitted to the Assistant Principal two weeks prior to the trip. If approved, the student has the responsibility to secure assignments from teachers and to complete all written work and exams that take place during the absence. All work is due upon completion unless other arrangements have been made. If unapproved, if student is absent, those days would be unexcused/unlawful. Trips are discouraged during the first or last five days of a semester or during published state standardized testing dates.

Make-up Work

Students shall be given 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. Additional time to complete assignments may be allotted at the discretion of the classroom teacher. In instances of one day or multiple-day absences which were pre-arranged, students should be prepared to start making up tests and missed work as early as the same day they return to school. Teachers may schedule tests to be made up after school, during study halls, or during their class while the test is being reviewed.

Unexcused/Unlawful/Illegal Absences

Absences for reasons other than those stated under Compulsory Attendance will be considered unexcused. In addition, if a student does not provide the school with parental verification/medical excuse explaining his/her absence, the absence is considered truancy and is subject to disciplinary action and citation of truancy with fines through the District Justice. **Note:** All children of compulsory school age, from the date of entrance into first grade until age eighteen, are unlawfully absent from school for any unexcused absence. As provided by Section 1333 of the Pennsylvania Public School Code of 1949, the Schuylkill Valley School District may take legal action against parents or guardians of children, or the children themselves, who are of compulsory school age and are unlawfully absent from school.

Unlawful Absences

After the first and second unlawful absences, a letter will be sent to the parents requesting their assistance in complying with the compulsory school attendance laws. When a child has three unlawful absences, the school will issue the "First Official Notice" as required by Section 1354 of the Pennsylvania School Code.

Any additional unlawful absences will be considered a second offense and may require the serving of a warrant on the parent or student by an alderman, magistrate, or justice of the peace Section 1333 of the Pennsylvania School Code.

Students and parents/guardians are encouraged to ensure that all absences are excused. Repeated infractions of the attendance policy may warrant suspension or expulsion from the regular school program to an alternative placement. The principal or his/her designee may revoke certain privileges such as driving, participation in the prom, or other special events. Regardless of the marking period in which driving privileges are revoked, the revocation may be effective from the date of revocation until the end of the school year.

18-Year-Old Students/Absence Excuses

The Pennsylvania Department of Education has indicated that 18-year-olds are still required to have their parents sign excuses if they are living with their parents. Emancipated students must provide a notarized statement from the parents absolving them of all legal responsibility, proof of the student's change of address (voting registration, license, etc.), or whatever other proof the school would consider appropriate. Marriage for an 18-year-old is not, in itself, a criterion for emancipation if the student is living with the parents of the 18-year-old. An 18-year-old is required to follow the attendance rules of the school.

Early Dismissal

Students are not permitted to leave the school grounds during the school day without approval from high school administration. Early dismissal will be granted only if a written request from a parent/guardian is received by the attendance office.

Students who are requesting early dismissal must report to the attendance office upon their arrival at school, present a signed note from a parent/guardian, and obtain an early dismissal pass for that day.

Late to School/Tardy

Students must adhere to the following schedule:

- All students must be in their homeroom by 7:45 AM
- All arrivals to school after the above time are considered tardy. Students who arrive at school after these times must report to the main office. Homeroom teachers will not admit tardy students to class without the appropriate electronic pass.
- All tardy students will be considered unexcused unless the parent or guardian provides a note acceptable by the school administration to the attendance office at the time of arrival.
- Consequences for repeated tardiness to school **within a year** are as follows:
 - 5th Late – Detention
 - 10th Late – Detention
 - 15th Late – 1 Day of In-School Suspension
 - 20th Late – Day(s) of In-School Suspension
 - 25th + Late – Multiple Days of In-School Suspension

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 needed 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 can 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 support(s) can school districts provide to homeless students? - Homeless students are eligible for support(s) 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, clubs, 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 I am eligible for services under McKinney Vento? - Should anyone have any concerns about the homeless or unaccompanied status of a student, please contact the students' 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

Disciplinary Consequences

Discipline

All students at SVHS must follow the school-wide expectations and behavioral policies that are established to ensure a productive, engaging, and safe learning environment. When these expectations are not met, disciplinary consequences will be issued.

Administrative or Teacher Detention

Students are assigned administrative or teacher detention that is served after school. Administrative detention is held in the main office and begins at 2:40 PM and ends at 3:20 PM. Teacher detention is held in the assigning teacher's classroom from 2:40 PM and ends at 3:00 PM unless otherwise communicated by the assigning teacher.

Transportation after detention is the parent/guardian's responsibility. Students are expected to attend all assigned administrative detentions unless the appropriate administrator excused and/or cancelled the detention. Failure to attend an administrative detention may result in an In-School Suspension being assigned. Students who are absent on the day of assigned detention are responsible for making it up on the day they return to school. Administrative detentions will be assigned with 24-hour notice. If the detention session must be changed, the parent/guardian must call by 9:00 AM on the scheduled date to request a

change. Detentions will take precedence over all school, extracurricular, home, and/or work activities. Failure to attend administrative detention may result in serving a day of In-School Suspension.

Students who are assigned administrative detention must observe the following rules:

1. Students must read, study, or complete homework.
2. Students are not allowed to talk, sleep, eat food, use their cell phone, or listen to headphones.

Suspension

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

- Suspension 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 10-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 Directors.

In-School Suspension

Depending on the severity of the incident, students will serve one to three days of ISS in the designated ISS room for the duration of the school day. In ISS, students will follow an academic work schedule to complete all the schoolwork that is provided by the classroom teachers. Students lose all extracurricular eligibility until all ISS days are served and all assigned class work is completed.

Out-of-School Suspension

Out-of-School Suspension will be served under the supervision of parent(s)/guardian(s). Work will be collected and may be picked up in the high school office after 2:35 PM the next school day. Students are not permitted on Schuylkill Valley School District property while serving an Out-of-School Suspension without prior permission from a building administrator.

Disciplinary 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 school administrators.

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 disruption to the learning climate of the school or affect other persons, except where there are repeated instance of Level 1 or 2 infractions or other aggravating circumstances.

Level 3 Infractions: Infractions of a more serious nature which result or could result in the violation of the legal rights of others, violence to another person, damage or destruction of property, conduct that poses a direct threat to the safety of other 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 or intervention by law enforcement is justified. Level 4 infractions can also include repeated 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.

Prohibited Conduct at School	Level of Infraction
	Level 1
Cellphone, earbud/Air pod/headphone, and electronic use in unauthorized areas/times.	
Class Cut	
Dress code or grooming rules violation	
Engaging in an unsafe act(s) or omission(s)	
Failing to be aware of all rules for student behavior and conduct himself/herself in accordance with them	
Failing to take off hood or hat promptly upon entering school	
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	
Food and/or beverage in an unauthorized area	
Insubordination/Failing to comply with a directive	
Leaving class without permission	
Lingering in the hallways or other areas without legitimate purpose	
Minor disruptive behavior	
Refusing to report to the office	
Roughhousing/Engaging in horseplay	
Unexcused late to class	
Violations of the Electronic Device Policy	
	Level 2
Repeated violation of Level 1 infractions	
Bringing or possessing a drone without authority of an Administrator	
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	

Cheating/plagiarism on tests or assignments and/or violating copyright	
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	
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 law	
Enabling an unauthorized person to enter any district building	
Failing to cooperate in any district investigation or to answer questions	
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	
Gambling	
Inappropriate display of affection	
Lying to school authorities and/or withholding information that could impact school safety	
Making sexual or lewd comments	
Minor physical altercation – hitting, shoving, kicking, slapping, tripping, and/or grabbing another student	
Misrepresenting his/her identity when using the district's computers	
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	
Operating a drone without legally required credentials as may be required by and in accordance with applicable law or without authority of an Administrator	
Participating in practical jokes or pranks which cause injury requiring medical attention	
Petty vandalism – Vandalism that has no permanently damaging effect or creates an excessive mess; writing on desks/textbooks	
Possession of an incendiary device – such as a lighter, matches, or other devices that can start a fire	
Repeatedly leaving class without permission	
Sale of goods: Attempting to collect money via students for personal benefit through the sale of all goods	
Significant or repeated violation of safety rules or practices	
Unlawfully retaliating against any individual	
Using any computers unless and until the student has signed an acknowledgement in the form prescribed by the school district attesting to the student's understanding of the rules governing the use of digital technology	
Using inappropriate, obscene, offensive, or profane language	
Verbal confrontation with peer or adult	
Level 3	
Repeated violation of level 1 or level 2 infractions	
Aiming a laser pointer at any person	
Breaching school security	
Bringing inappropriate pictures to school, in paper form, electronic form, or any other form	
Bullying any person	

Bypassing any blocking or security software that may be used or installed by the district	
Destruction or defacing of school property	
Disorderly conduct	
Engaging in or allowing the hazing of any student	
Engaging in sexual conduct or activity	
Entering or leaving school grounds without permission	
Falsifying school district records	
Gang related activity or symbolism	
Having knowledge and failing to report a gun/weapon or look-alike gun/weapon	
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 applicable law	
Injuring any student, employee, or other person at school through negligence or willful misconduct	
Misusing school district communication systems, including electronic mail, computers, Internet access, and telephones	
Physical contact with intent to harm	
Possession or distribution of counterfeit money	
Setting off a false alarm or attempting to set off a false alarm	
Sexually harassing any person	
Stealing or attempting to steal	
Taking a fire extinguisher off its fixture without justification	
Threats to other students/staff - Actions that cause others to have concern for the safety of themselves, their property, or families	
Trespassing	
Unlawfully intimidating or harassing any person because of race, ethnicity, nationality, gender or gender identity	
Using abusive, harassing, profane, obscene language that repeatedly threatens or offends another person	
Using an electronic device(s) to harass or threaten a student or other person	
Using digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act	
Using racial/ethnic slurs	
Level 4	
Repeated violation of level 1, 2, or 3 infractions	
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.	
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	
Attending school while under the influence of a controlled substance or alcohol	
Blackmail or attempted blackmail	
Bringing, possession, selling, transferring drug paraphernalia to another person	

Bringing, possessing, selling, transferring, or consuming intoxicants or controlled substances	
Calling in or making a bomb threat	
Calling in or making a terroristic threat, per policy 218.2	
Committing or attempting to commit arson	
Confrontation involving any student/school personnel that results in requiring medical treatment by a physician or hospital as a result of fighting or assault	
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the using of the fire extinguisher	
District's systems, network(s), or computer use without proper authority	
Driving under the influence of controlled substances	
Engaging in criminal conduct	
Extortion or attempted extortion	
Fighting	
Hacking into any hardware and/or software owned or licensed by the school district for any purpose	
Intentionally entering or hacking into any secure or confidential area of the school	
Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any digital technology	
Knowingly or willfully infecting any computer with a virus	
Knowingly or willfully placing any malicious code in any computer	
Misrepresenting to anyone what any drug, pill, look-alike drug or medication	
Physical altercation or fight	
Possessing firearms or other weapons	
Possessing look-alike weapons	
Possession/use of tobacco, vape paraphernalia, and/or smoking materials	
Rape	
Setting off a false alarm or attempting to set off a false alarm	
Simple Assault – Attempts to cause or intentionally, knowingly, or recklessly causing bodily injury to another	
Knowingly or willfully placing any Malicious Code in any computer, software, or network or network component	
Using any Digital Technology to hack into anyone else's computers or network(s) in any way or manner that is not authorized	
Violating applicable law with the use or possession of an electronic device	
When using the district digital technology, engaging in sexual acts, or sending any inappropriate pictures	
Willfully damaging, defacing, misusing, or stealing the district's property or the property of a student, parent, or another person	

The foregoing are examples of impermissible conduct that 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.

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 for seeing that the student is transported to school.

Definitions

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.

Cheating and plagiarism are Level Two Infractions. Students who knowingly allow others to copy their work, as well as students who copy 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.

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:

1. Any controlled substance prohibited by federal or Pennsylvania laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. 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.

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:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Electronic Device Policy

Per 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.

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 the use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time. The district shall not be liable for the loss, damage or misuse of any electronic device. 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.

Electronic Device Usage

At the high school, cell phones and electronic device use is only permitted during study hall, while in the cafeteria for lunch, or at the teacher's discretion for academic purposes. Students will not access cell phones during any direct instruction. Any violation of this rule will be considered a Level I infraction.

Additionally, cell phones and ear buds/air pods are not to be used at any time while traveling in the hallway and will be considered a Level 1 infraction.

The district prohibits unauthorized audio or video recording of other persons during the school day.

Acceptable Use of Internet, Computers and Network Resources

Per District 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.
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.

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. Both students will receive disciplinary consequences which may or may not be equal. 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:

1. Sufficiently severe, persistent or pervasive; and
2. 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.

Profanity

Vulgar or profane language and gestures will never be tolerated at any time on school grounds or during a school-related activity. Use of such language or gestures toward other students and/or staff will result in disciplinary action.

Pushing and Rough Housing

Pushing, tripping, hitting, or any type of rough housing is never permitted, **even if out of fun**, as it may erupt into a serious fight. This type of action is a Level I Infraction and will result in a disciplinary action. If any harm is inflicted intentionally or because of the rough housing, a more serious disciplinary consequence may be required.

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.

Theft

The following disciplinary actions are designed not only to warn or deter but also to punish those responsible for theft, **no matter how small**. Students will face the following disciplinary actions:

1. Those found responsible for theft will be suspended for a **minimum** of one day
2. If the stolen article cannot be recovered or is damaged, the student responsible for the theft is responsible for restitution

The theft will be reported to the proper authorities at the discretion of the principal.

Tobacco/Vaping 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

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

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.

General Rules & Procedures

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 and other similar acts of affection are not acceptable in the school environment.

Announcements

All announcements pertaining to the functioning of the school are facilitated via the teachers, club advisors, and coaches.

Assemblies

Periodically, assemblies will be held at the high school. Assemblies are held for the purpose of enabling students to participate in and observe programs that are educational and entertaining. The entire student body is expected to demonstrate appropriate behavior during these programs.

When an assembly is scheduled, students will usually report to homeroom first. Homeroom teachers will direct students to the auditorium when called over the loudspeaker. Students are expected to walk to the auditorium in an orderly fashion and are required to sit in the section assigned to their homeroom.

Berks Career and Technology Center (BCTC)

The Berks Career and Technology Center (BCTC) - east and west – offers a wide variety of courses designed to broaden and enrich the high school curriculum. More detailed information on the programs that are available can be obtained in the counseling office at SVHS or at BCTC. Students who attend BCTC will spend half of their school day at SVHS and the other half at BCTC. **Note:** BCTC students are expected to attend their afternoon classes on days that Schuylkill Valley has an early dismissal or no school.

Change of Address

The parent or legal guardian that the student (child) resides with must complete a Student Change of Address form if they move within the district during the school year. The parent/legal guardian must provide full name, new address, previous address, contact telephone number of parent(s) and/or parent(s)/legal guardian(s), and two proofs of residency. The parent/legal guardian must submit the completed form with the requested proof of residency to the High School Office.

Cafeteria

Students are not permitted to carry backpacks or any other type of over-sized bag while they are in the lunch lines. All students must remain in the cafeteria area until they are dismissed at the end of their lunch period. Lunches are long enough to provide adequate time for students to eat. Students should remember that while one-third of the students are at lunch, the rest are still in class. The following rules are in effect in order to protect the learning environment for those students in class:

- All students going to lunch must report to the cafeteria as scheduled.
- Students must remain in the cafeteria for the entire lunch period unless excused by one of the teachers in charge.
- All students are expected to finish eating their lunch in the time allocated.
- Only students who are purchasing lunch are allowed to be in the lunch line.
- Boys who use the lavatory during their lunch period must use the facility next to room A67; girls must use the lavatory across from the health suite.
- Use of the library during lunch is restricted to students with pre-signed e-hall passes.
- Students who must use a telephone to make a call during lunch are to use the phone in the high school office. Cell phones and electronic devices are allowed for hand-held use (texting or browsing the web).
- If students wish to go to another location during their assigned lunch period (e.g. classroom or library), they must obtain a pre-signed pass and show it to the lunchroom monitor.
- Loud, boisterous conduct will not be tolerated.
- Throwing food is strictly prohibited.
- Students must remain seated at their table until the designated time for dismissal or until the teachers in charge dismiss them.
- Students are NOT permitted to use any outside food delivery service (i.e. - Doordash, GrubHub, etc.) to have food delivered to the school. Food items that are delivered in this manner will be confiscated.
- Students are not permitted to have special food deliveries throughout the school day.
- Any students who take items from lunch line without paying for them will be reported to the Main Office. Items that are not paid for are viewed as theft and could result in the involvement of law enforcement and school disciplinary consequences.

School Meal Information

We hope your children will enjoy the nutritious meals and choices we provide in the Schuylkill Valley School District. You will find there are many selections available for your children to choose from.

Free breakfast is available on full school days and on days with early dismissals. Breakfast is not served on days when school is delayed.

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

A lunch consists of five different food items from four food groups; meat/meat alternative, bread/bread alternative, vegetable/fruit, and milk. Five food items are offered daily. Students must choose at least three of the five to make a meal. Whether students choose three, four, or five items, the price of the meal is the same. Cafeteria menus are distributed monthly and are available on the school's website.

The NSLP requires that the school offer only milk as a beverage. If a substitute is required, a doctor's note must be on file with the food service office and the nurse before a substitute will be provided. A current doctor's note must be submitted each school year.

If you are having financial difficulties, you may apply for free or reduced meals. The applications can be found on our website and are also available in the main office of each building.

Free/Reduced Applications must be completed each year in order to receive benefits if you qualify. The status of the former year is carried over to this school year for the first 30 operating school days only. If we do not receive a new application for the new school year, the status your child(ren) was last school year will expire on the 31st operating school day.

The cafeteria uses Cafe Terminal – a computerized point-of-sale system.

- All students are issued a personal identification number (PIN) for the cafeteria.
- When purchasing meals, students will enter their cafe PIN on a keyboard. The cost of the lunch will automatically be deducted from students' accounts after the child's account and picture appear on the computer screen.
- To avoid a zero or negative balance, students will be notified when their account reaches approximately \$5.
 - **High School Students** are able to go into the negative for a meal or if an unwrapped a la carte item was removed from the serving line. Students may not continue to purchase meals if his/her account remains in the negative. The Food Service Department holds the right to provide a different reimbursable or alternate meal for the student and continue to charge the account. The alternate meal will provide the five components allowed on the NSLP. **Note:** Students who leave the district for any reason are still responsible for negative accounts.
- Students who receive free or reduced lunches follow the same procedure; however, their automatic debits will be made at the free or reduced lunch price.
- Account deposits are made by putting money in a SVSD Food Service Notice envelope (available in the high school office) which is then placed in a locked box in the high school office. Checks should be made payable to SV Cafeteria Fund and contain the current date. A \$15 service fee will be charged for returned checks.
- High school students do not have the privilege of charging meals.
- Participation in the system is strongly recommended but is not mandatory. The capability to process cash is available.
- All inquiries concerning the Cafe Terminal System may be directed to the food service office at 610-916-5726.

Unclaimed Funds and Refund Policy

Funds remaining in a student's account at the end of the school year are rolled over into his/her account for the following school year. Negative balances likewise carry over from one year to the next. If you owe money at the end of the school year, it will be deducted from any deposit made at the beginning of the following year. If a student leaves the district, the funds remaining in his/her account will be automatically transferred into a younger sibling's account if one exists. If moving from the district, within sixty days of such a move, we must receive written notice of your forwarding address in order to process a refund of any remaining account funds. If within sixty days of such move, you do not provide a forwarding address to the Schuylkill Valley Food Service Office, any unclaimed funds in the student's account shall be forfeited and shall become the property of the Schuylkill Valley Food Service Department.

Graduating seniors will receive a refund for the remaining money on their account by contacting the food service department directly and requesting a refund. The money may also be donated to the food service department or transferred to a siblings account. Any refund will be sent out in the form of a check within 3-4 weeks to the address on file.

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
2. Click on Food Service
3. Click Free and Reduced-Price Meals Programs
4. Apply online via School Cafe link on the webpage or print and submit a paper application

Dress Code Policy

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 High 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.
- 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, health or other reasons shall be considered exempt from this rule.
 - Bonnets, do-rags, and/or skull caps are not permitted.
- 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.

Drug and Alcohol Offenses

The Schuylkill Valley School District prohibits students from using, possessing, or distributing alcoholic beverages, illegal drugs, or drug paraphernalia on school property, in school buildings, in school buses, or while participating in or attending school functions.

Students who appear to be under the influence of drugs or alcohol will immediately be referred to an administrator. After notification has been given to parents/guardians, discipline may include an out-of-school suspension for up to ten days, referral to SAP, referral to an outside agency for counseling, referral to law enforcement, and/or referral to the superintendent with a recommendation for expulsion from school.

Energy Drinks and Energy Supplements in School

Caffeine intake (even in moderate amounts) can have serious health effects on adolescents, such as high blood pressure, abnormal heart rhythms, sleep disturbances, anxiety, etc. Energy drinks including, but not limited to Alani Energy, Celsius, Monster, Nos, and any type of pre-workout powder/drink are not permitted to be consumed during the school day. Additionally, energy supplements including but not limited to LyvWel caffeine pouches are not permitted to be consumed during the school day.

Emancipated Students

Students will be designated as “emancipated” when they are married or live in an independent capacity apart from their parent/guardians.

Field Trips

Throughout the school year, students will be offered the opportunity to participate in class trips and field trips. Trips that occur during the school day are of an educational nature and relate to the curriculum of a specific course. These trips will also help improve students’ cultural and social skills. As a general rule, trips that are purely of a fun or social nature will be held after school or on the weekends.

Parents/guardians will receive notification of all trips through bulletins sent home with students and reserve the right to prohibit their child(ren) from participating in a specific trip. Students with habitual discipline issues, who have demonstrated an inability to act in a mature, responsible manner, or have not met the requirements of the trip, may be prohibited from participating.

Hall Passes – E-Hall Pass

When students need to leave a classroom, they must create an E-Hall Pass to their desired location and have it approved by a staff member. Hall passes must reflect the time, destination, and a staff member’s approval.

Homecoming

The members of the Homecoming and Spirit King Court will meet the following eligibility requirements:

- A minimum cumulative GPA of 2.500 (grades 9, 10, and 11).
- Involvement in at least two school-sponsored extracurricular activities since the beginning of their junior year.
- Eligible under the SVHS Athletic/Activity Code

Library

Students report directly from study hall to the library. Once in the library, any further destinations are to be requested by students and will be granted at the librarian's discretion. Students must report directly to the library at the start of activity period and are expected to be on time.

Overdue materials and the incurred penalties will cause students' library privileges to be suspended until all obligations are met. The library is a quiet place for research and leisure reading. Failure to follow proper behavior guidelines will result in the following disciplinary action:

1. Warning – Students are reminded of proper behavior.
2. 1st Offense – Students are restricted from the library for two cycles.
3. 2nd Offense – Students are restricted from the library for five cycles.

Lockers

Students are assigned a specific locker in the general vicinity of their homeroom. Lockers are provided for the convenience of the students. Lockers should be kept locked at all times and the combination should never be "set" to open.

Students may not share their locker or locker combination with anyone. The school is not responsible for the disappearance of items stored in students' lockers.

Students are permitted to go to their lockers before and after school as well as between classes throughout the school day. Visiting a locker between classes is not an acceptable excuse for being late to class.

Lockers are the property of the school district. School administrators maintain the right to open and examine students' lockers at any time.

Lost and Found

The lost and found is located in the high school office. All articles found in or about the school building will be held in the office where the owner may claim his/her property. At the end of each quarter, unclaimed items will be donated to an appropriate social organization.

Lost and Damaged School Property

Books, supplies, lab equipment, library materials, audio-visual equipment, physical education equipment, computer discs, or any other equipment or materials assigned to, or in use by, a student are expected to be returned in a condition reasonably similar to the condition it was in at the time it was issued (normal use and wear will be taken into consideration).

If any materials or equipment are lost or damaged, the student to whom it was issued may be financially responsible for the loss or damage. Charges for lost or damaged materials will be calculated at the cost of their replacement value or its repair.

Military Recruiting

By law, the Armed Forces are permitted to receive a mailing list of high school-age students each year. Typically, these requests are for information for juniors and seniors. The school will comply with Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information). Parents/Guardians have the right to have their child's name excluded from the list provided they submit that request in writing to the counseling office before the beginning of each school year.

Money and Valuable Items

The Schuylkill Valley School District will not be responsible for the personal property of students, employees, or any other personnel using the school's facilities. Articles of clothing, jewelry, money, or any other items of a personal nature are considered personal property and are the sole responsibility of the owner.

National Honor Society (NHS)

Membership in the Socratic Chapter of the National Honor Society at Schuylkill Valley High School is one of the highest honors a student can receive. The National Association of Secondary School Principals (NASSP) administers the organization and sets the guidelines that are followed by all chapters and members. The constitution and procedures used at Schuylkill Valley High School adhere to these guidelines. Junior and senior class members are installed in an induction ceremony during the school year.

Following the first quarter of the school year, scholastically eligible junior and senior students (those who have a cumulative weighted GPA of 3.500 or higher) will be sent a letter and an activity information form that needs to be filled out. This form, along with a letter or recommendation and faculty input, will be examined by the Faculty Council. The Faculty Council (appointed by the principal) represents a cross-section of the high school curriculum. The chapter's advisor shall be an ex-officio member of the Faculty Council with no voting rights. The Faculty Council will carefully consider the standards of leadership, service, and character as outlined by the national constitution, reflect upon the application of each candidate, and decide which students will receive an invitation for membership.

After becoming members of the chapter, students are required to maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Failure to maintain these standards may result in consequences that range from a probationary period to dismissal from the chapter. The Faculty Council is responsible for investigating these matters and for levying any consequences. Students who either resign from or are dismissed from the chapter may never re-enter the Honor Society.

Office Phones

During the school day, students may use the phone in the high school office when given permission.

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.

Personal Expression

Per District Policy 220, The Board respects the right of students to express themselves in word or symbol and to disseminate non-school materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment.
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Scheduling

Course selection at Schuylkill Valley High School is a partnership between the school, students, and parents. This process begins during the second semester. More details are covered in the Schuylkill Valley High School Program of Studies booklet which is available on the school website.

Study Halls

Study halls have limited space and are designed to give students the opportunity to complete school assignments, use the library, or to meet with teachers to obtain extra help with their assignments. All study halls are formal, quiet periods. Students are expected to work and not use the time to socialize. Games, such as card-playing, etc., are not permitted during study halls.

Students should have something constructive to do when they arrive at the study hall locations, or they may sign out to report to the library. They may report to teachers only if they have a pre-signed electronic pass.

- Students **MUST** report to their scheduled study hall at the beginning of each period unless they have a permanent pass to another location. **Remember:** study hall is an assigned class.
- Students with permanent passes must report to the assigned location.
- Cell phones are permitted for hand-held usage only and they must remain in silent mode.
- Students will be directed to sign-out with the study hall teacher to all locations for which they have legitimate passes, including the library.
- Students who need to report to another location after they check-in to their study hall must have a pass which must be obtained prior to study hall from a classroom teacher. Study hall teachers will not excuse students to seek passes.
- All students will have assigned seats in study hall.

Visitors

Visitors are asked to call in advance to set up an appointment with the staff member they wish to visit. In order to keep interruptions of the educational process to a minimum, alumni are required to visit after 2:35 PM.

Visitors must first report to the office to register through our Raptor system and are to remain in the vestibule until the staff member they wish to see is available. An authorized visitor in the building will have obtained a visitor's pass from the office.

Students often request that students from other districts be permitted to visit for a full or partial school day. This practice is discouraged and is often forbidden because of the activities scheduled within our high school. Anyone wishing to tour the school in anticipation of enrolling at Schuylkill Valley High School may make an appointment with a school counselor.

Withdrawal from School

Students who are withdrawing from school are to report to the counseling office for initial processing. All obligations must be fulfilled, and all books and non-expendable supplies must be returned before the school transfers students' records to another district. Parents/Guardians may examine the contents of their student's records prior to their transfer.

Work Permits

Work permits are issued from the high school's main office. Students who seek employment prior to their 18th birthday are required to apply for a work permit. Students interested in obtaining a work permit must:

1. Obtain a work application in the high school's main office.
2. Have a parent/guardian sign the application.
3. Return completed application to the high school's main office.

A blue work permit card will be issued and must be held by the student until his/her 18th birthday.

During the summer, work permit applications and the blue work permit cards may be picked up during scheduled business hours. Please call (610-926-1706 – main or counseling offices) ahead of time to be sure someone will be available to help you during summer hours.

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.

Student Health Information Forms

In order 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.

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) to be excluded from the 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.

Pennsylvania Immunization Regulations

For attendance in all grade's 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 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 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 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.

Exclusion

Per District Policy 203, A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Director of Pupil Services after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health. 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.

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, 1st, 2nd, 7th, and 11th grades.

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.

Medical/Physical Examinations

Verification of 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 a mandated grade.

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 a mandated grade.

Guidelines for Administration of Medicine

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:

It is our intent to ensure 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 the 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 at 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.

HIV Infection

Per District Policy 203.1, The Schuylkill Valley School District is committed to providing a safe, healthy environment for its students and employees. The school district policy regarding the HIV virus is based on current evidence that the virus is not normally transmissible by infected individuals within the school setting.

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.

Emergency Preparedness

Per District Policy 805, The district, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education. The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.

Below is the Standard Response Protocol that is followed during various types of emergencies.

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls. STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual ADULTS Close and lock the door Account for students and adults Do business as usual
	SECURE! Get inside. Lock outside doors. STUDENTS Return to inside of building Do business as usual ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual
	LOCKDOWN! Locks, lights, out of sight. STUDENTS Move away from sight Maintain silence Do not open the door ADULTS Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend
	EVACUATE! (A location may be specified) STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults
	SHELTER! Hazard and safety strategy. STUDENTS Use appropriate safety strategy for the hazard Hazard Tornado Hazmat Earthquake Tsunami Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults

© Copyright 2009-2020. All Rights Reserved. The "Love U" Logo is a trademark of the "Love U" Logo Foundation and may be registered in other jurisdictions. This material may be duplicated for distribution per "PPP" form of Use. "SPP" 10/2020 2021 Poster [EN] V 4.0 (Revised 03/14/2021) <http://www.gogovg.org>

 K12 STANDARD RESPONSE PROTOCOL

Student Activities and Programs

Activities – Social

A number of social activities will be held throughout the school year. The primary purpose of these activities is to provide students with social living experiences and wholesome recreational opportunities. These activities will be listed on the high school calendar found on the school's website.

For all activities, the door will open fifteen minutes prior to the scheduled starting time. Chaperones will be on sight until all students are picked up. Students who are habitually picked up late from events may not be permitted to attend future events.

Notifications of the type of dress allowed for each event will be made on the morning announcements. The current regulations regarding student apparel will be enforced at affairs allowing 'school dress'.

The Activity Director is empowered to refuse admittance to any students who do not comply with the regulations or seek to offend the technicality or intent of the regulations.

Students who wish to bring a guest to social events need to pick up a guest form from the Activity Director or the Main Office. The form needs to be approved by administration before the guest may attend.

Students are not permitted to leave and re-enter at any time while the social event is in progress without the permission of the Activity Director. Students wishing to leave prior to the conclusion of a social event are required to notify the Activity Director of the time of their departure, the person with whom they are leaving, and their destination. This notification shall be in writing on the appropriate form.

Students are not permitted to roam the building or campus at any time prior, during, or after an event. The lavatory facilities used shall be in the immediate vicinity of the event.

Conduct at all activities shall be such that it contributes to a wholesome atmosphere. Smoking and the use of alcoholic beverages and drugs are prohibited on school property.

The Activity Director and the chaperones will be responsible for seeing that students comply with the stated rules and regulations and exhibit appropriate social conduct for boys and girls of this age group. When necessary, the Activity Director is empowered to remove students from the activity area and will notify a parent or guardian and principal or assistant principal any time students are removed from an activity due to improper conduct.

Activity Period

Every Wednesday, the high school switches to a special bell schedule in order to accommodate an activity period. The activity period is reserved for meetings of the various clubs and groups that exist at Schuylkill Valley High School.

Students who are not involved in any scheduled meetings during the activity period are to remain in homeroom. This time should be used to catch up on homework, make-up tests, or use pre-signed passes to go to the library, counseling office, or report to teachers for extra help. While involvement in clubs and groups is important, academics always supersede participation in any activity.

Transportation

Motor Vehicles

Students who wish to drive a motor vehicle to school must present a valid driver's license and a completed Student Parking Application form to the high school office. Students applying for a parking permit must have access to a motor vehicle at the time the application is submitted.

Parking spaces will be issued on a first-come, first-serve basis. Seniors will be assigned parking spaces in the lot on the west side of the school. Juniors will be assigned parking spaces on the east side of the school.

A parking tag will be issued to students whose vehicles have been properly registered. The tag must be hung on the vehicle's rear-view mirror so the tag number can be seen through the windshield. The tag must be displayed anytime while the vehicle is on school property.

Speed on the school campus is not to exceed 10 mph. Students who drive must exercise extreme caution when on school property as school buses are likely to be encountered. All students who drive, and their passengers, are required to report to their assigned homeroom upon arrival at school. ***Note: Students are not permitted to accept a ride from a student driver unless they have permission from the parent/guardian.**

Students are not permitted to drive behind the high school building for any reason and if caught doing so, may have their parking privilege revoked.

Violations of the parking regulations will be sufficient cause for suspension of students' driving privileges and disciplinary action. Vehicles in violation of the parking rules may be towed away at the owner's expense.

The following guidelines will supplement the Schuylkill Valley School District discipline policy as they pertain to SV campus driving/parking privileges and may result in denial or loss of driving/parking privileges:

- Students who are tardy to school six times (either excused or unexcused).
- Students who exceed an accumulation of five detentions.
- Students who exceed an accumulation of five days of in-school suspension.
- Students who exceed an accumulation of three days of out-of-school suspension.
- Students who have outstanding obligations/debts to the school.

BCTC Student Drivers

Only seniors who attend BCTC in the afternoon will be granted permission to drive to BCTC. Students are required to complete and submit the appropriate driving privilege forms to the BCTC office.

Parking Permits

Parking permits are required for any student who wishes to drive to school. Students must abide by the parking and driving guidelines to continue the privilege of driving to school. If students do not adhere to parking and driving rules and guidelines, driving privileges can be revoked.

Bus

Bus transportation is provided for the convenience of all students and their parent(s)/guardian(s). Driving a school bus is a difficult task with the responsibility of concentrating on traffic conditions while maintaining proper supervision of forty or more students. For the safety of all concerned, it is imperative that students conduct themselves properly while riding school buses. Bus transportation is a privilege which may be revoked. Students are expected to behave in a mature and sensible manner while being transported on school buses.

It is expected that students of the school district will conduct themselves in a quiet and orderly manner while riding school buses.

It is not recommended that students bring electronics or portable gaming devices on school buses; however, if they chose to do so, the equipment should not disturb the driver or other students riding the bus. Students who cause a disruption will be asked to put these devices away. Additional offenses will result in the devices being confiscated and turned over to a school administrator.

Neither the Schuylkill Valley School District nor Eshelman Transportation Company are responsible for items that may be lost, stolen, or damaged as they do not recommend bringing the items on the bus.
Students are solely responsible for their personal items.

The above regulations are noted so that all students will know what is expected of them. Any behavior that jeopardizes the safety of others will be addressed with the appropriate disciplinary actions.

Large Objects on Buses

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 students' lap or on the floor between students' legs/feet. Bus aisles must remain clear at all times.

Bus Stops and Services

Bus stops shall be established at locations where students can safely walk to and from their home or destination and the bus stop. Stops will be reviewed annually by the district as routes are changed to accommodate changes in grade or building assignments.

Students will be assigned to a stop in the proximity of their residence. Students are required to get on and off the bus at their assigned bus stop.

Requests for Change of Bus Stop

Bus drivers have been instructed not to accept verbal or written requests for transportation changes.

Emergency Requests

Requests from parents/guardians for bus stop changes (in emergency situations) should be in written form when possible and submitted to the assistant principal or principal. Bus stop changes will only be considered for true emergency situations such as:

- Medical emergencies that cause a parent not to be at home.
- Aiding families with medical emergencies or death in the family.

Basis of Approving Emergency Requests

The primary factor in approving requests for emergency bus stop changes will be that there is available seating on the bus route requested.

Pennsylvania Crimes Code – Unauthorized School Bus Entry

Under the law, persons who enter 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 one-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.

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 of 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.