

SCHUYLKILL VALLEY MIDDLE SCHOOL

**114 Ontelaunee Drive
Leesport, PA 19533-8630**

2026-2027



**Mr. Stephen Mickulik, Principal
Dr. Jennifer Gabryluk, Assistant Principal**

Telephone: 610-926-7111

Website: www.schuylkillvalley.org

The rules in the SVMS Student Code of Conduct supplement the school district's broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, the school district's authority.

STUDENT NAME: _____

Homeroom: _____

Section: _____

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MIDDLE SCHOOL GENERAL INFORMATION

Administrators

PRINCIPAL:

Mr. Stephen Mickulik

ASSISTANT PRINCIPAL:

Dr. Jennifer Gabryluk

A Middle School Message from the Principals

Dear Parents/Guardians,

The start of the 2026-2027 school year is an exciting opportunity for growth, learning, and collaboration for students and teachers alike. As we begin this new chapter, we encourage every student to set meaningful goals, strive for academic excellence, and contribute positively and respectfully to our school community. Together, we can create an environment where everyone thrives.

At our school, we're all about helping students grow and explore new ideas, staying in step with the exciting changes of today's world. We aim to nurture lifelong learners equipped to navigate and assess the vast world of knowledge available in today's Information Age. As we explore new educational frontiers, students will develop and refine skills in reading, writing, mathematics, science, practical arts, and fine arts—essential for success in an ever-evolving world. Achieving this requires a strong partnership between the school, parents, and students, and we are excited to work together to prepare our children to become confident, capable citizens.

To help everyone succeed, each grade level team will meet with the principals to review our shared expectations for behavior and discipline. Parents/guardians, please take a moment to review the school's rules and procedures with your student. These guidelines are designed to ensure a safe, smooth, and productive school year for all. Once you've reviewed them, kindly complete and return the confirmation form indicating that both parents/guardians and students have read and understood these rules and procedures

Welcome to what promises to be a fantastic year of learning and achievement. Let's make it a successful and memorable one together!

Vision

We envision a school community where all educators work collectively to empower learners through rigorous instruction, targeted interventions, and strong relationships that enable students to achieve their full potential.

Mission Statement

At Schuylkill Valley Middle School, our mission is to:

- model and encourage dependability, personal responsibility, organization, cooperation, teamwork, and respect.
- provide challenging and enriching learning experiences.
- utilize current technology and methodology to facilitate learning.
- provide a safe and nurturing environment in which to learn.
- encourage experiences to establish lifelong habits for a healthy body and mind.

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

School-Wide Positive Behavior Interventions & Supports

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

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

How does it work?

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

Does it make a difference?

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

What about disruptive students?

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

Discipline

Students who do not follow the school's behavior expectations will be subject to the discipline policy outlined in the SVMS Student Code of Conduct.

How is SWPBIS different from other school behavior programs?

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

ROAR Behavior Matrix

	Bus	Classroom	Cafeteria	Restroom	Hallway	Recess/Clubs	Assembly
Responsibility	Gather all school materials when exiting and entering the bus Keep all school materials in backpack Be at the bus stop on time	Bring all needed materials to class Complete all homework Follow classroom teacher procedures & directives	Be aware of surroundings when moving Clean up table, chair & floor around you Eat & touch only your food	Complete e-Hallpass Wash hands Tell an adult if the restroom needs attention	Follow school rules Walk to assigned locations Arrive on time	Gather all materials & move to properly assigned locations Be on time Report injuries or dangers to an adult immediately	Sit up straight Ask teacher before entering/leaving
Offer Kindness	Use kind words like "please," "Thank you," & "excuse me" Respond politely to directives	Practice attentive listening Cooperate in groups Share ideas with others Choose kind words and actions	Use soft volume and tone Choose kind words & actions	Use quiet volume and polite tone if speaking Place trash in trash can	Help others by giving directions and assisting others Pick up dropped items and trash	Invite others to participate Choose kind words and actions	Applaud appropriately Honor each other's personal space Listen to adult directions
Attitude	Support & help others Promote positive interactions between peers – be an upstander	Try every task & problem Utilize helpful resources Ask for help Use positive & kind word choices Stay on task & topic	See a mess, clean it up Show pride in your school surroundings	Go quickly and return to class promptly Limit time out of class	Be polite Greet teachers and peers using "hello", "please," "thank you," & "excuse me"	Follow game/play rules Play fairly	Make choices that do not interfere with other's focus
Respect	Listen to & obey the bus driver Honor each other's personal space and property	Honor each other's personal space & property Make choices that do not interfere with other's focus	Honor each other's personal space & property Respond quickly & positively to school staff & teachers Wait your turn	Honor each other's personal space & property Leave the bathroom clean & tidy	Use soft volume, tone, and language Keep hands and materials to yourself	Keep body to self Always be listening for adult direction	Listen to the speaker Limit private conversations Thank guests/speakers/performers

Emergency Closings/Late Starts

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

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

Building Locations and Phone Numbers

District Administration

929 Lake Shore Drive
Leesport, PA 19533-8631
610-916-0957 (Phone)
610-926-3960 (Fax)

High School

929 Lake Shore Drive
Leesport, PA 19533-8631
610-926-1706 (Phone)
610-926-8341 (Fax)

Middle School

114 Ontelaunee Drive
Leesport, PA 19533-8630
610-926-7111 (Phone)
610-926-3321 (Fax)

Elementary School

62 Ashley Way
Leesport PA 19533-8629
610-926-4165 (Phone)
610-916-5048 (Fax)

THE CODE OF CONDUCT, STUDENT AGENDA AND OTHER HELPFUL RESOURCES

The SVMS Code of Conduct and student agenda serve several purposes and are tools to assist parents/guardians and students. First, the Code of Conduct contains information essential to understanding the organization, curriculum, rules, and procedures of Schuylkill Valley Middle School. Additionally, it conveys our school's beliefs and values. Finally, the agenda is an extremely important tool for learning, a resource that brings structure and purpose to help every student achieve success.

Other helpful suggestions include viewing your students' grades online, checking Schoology pages, and online calendars and accessing the middle school website for announcements and important dates.

If you cannot access your student's grades at any time, please contact the SVSD Technology Department to request your login information.

Student Responsibilities

Agenda

1. Bring the agenda to all classes each day to:
 - a. show notes from your parents to the teacher at the beginning of each class.
 - b. write your assignments each day during class and check that all homework is listed at the end of period 8 class.
2. Use the agenda to:
 - a. plan for test preparation.
 - b. check that you are taking home all materials needed for homework completion each night.
3. Take the agenda home daily for the parent/guardian's signature when requested.
4. Keep all pages intact throughout the year.
5. Replacement of the agenda = \$8.00.

Online Resources - Check Schoology via your school-issued device for homework, tests, quizzes, etc.

Suggestions for Parents

Agenda

Check the agenda each day:

1. for your child's written assignments and to verify the completion of that work.
2. for correspondence from teachers.
3. to communicate concerns, questions, etc., to the teacher in the "comments" section of the agenda.

Online Resources

1. Log into the Sapphire Community Portal and check your student's grades.
2. Access your student's teacher's Schoology page/calendar to view assignments and assessment dates.
3. Email your student's teacher (or make a phone call) with any concerns or questions.

ACADEMIC AND STUDENT SERVICES

A middle school program is designed to meet the specific needs of young adolescents. Students in grades 5 through 8 undergo enormous physical, social, and emotional growth as they become young adults. A model middle school program offers a combination of a traditional curriculum, integrated studies, cooperative learning, and projects to aid development and academic growth. Although middle school requires a challenging academic program, socialization, exploration, and guidance are also essential components.

The block schedule affords our students daily double language arts and math periods. In 5th grade, students have science and social studies every day for 40 minutes. In grades 6 – 8, students receive 80 minutes of science or social studies every other day. While at SVMS, students will participate in the following unified arts courses during their 5-8 years: physical education, aquatics, world languages, family and consumer science, digital citizenship, art, library, music, and STEAM.

Grading

All grades are listed as percentages. Students who receive lower than a 50% average for a major subject during the first quarter will receive a 50% on the report card. This will allow a student to pull himself/herself out of a failing situation. During the second, third, and fourth quarters, the students will continue to be evaluated according to their work, and the percentages they earn will be the grade reported.

The following grading system is used for grades 5-8 in all subject areas:

GRADE	NUMERICAL RANGE
A+	100 – 97
A	96 - 93
A-	92 – 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 – 77
C	76 – 73
C-	72 – 70
D+	69 – 67
D	66 – 63
D-	62 – 60
F	59 - 0

Progress Reports and Report Cards

Parents/guardians can access each student's grades via the internet using the Sapphire Community Portal. The Sapphire Community Portal provides instant and accurate access to all grades, and parents/guardians are encouraged to check grades often. If a parent/guardian does not have internet capability and wants paper progress reports sent home, the parent/guardian must submit a written request to the middle school office.

Because parents/guardians can view grades via the Sapphire Community Portal, a record of student progress will not be issued. The school will alert parents when the posted quarterly grades end.

Promotion Requirements

Any students who fail two major subjects, one major subject and two non-major subjects, or four non-major subjects will not have met promotion requirements and may attend summer school to receive credit for failed subjects. Students passing required courses in summer school will be promoted. **The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.**

Academic Achievement

Merit Roll, Honor Roll, and High Honors status are determined each quarter based on the academic work and grades received for that period. The grade requirements for these statuses are as follows:

Merit Roll – no grade below 80% for major subjects and each of the unified art subjects

Honor Roll – no grade below 90% for major subjects. Minimum grade of 85% in each of the unified art subjects.

High Honors – no grade below 95% for major subjects. A minimum grade of 85% for a grade in each of the unified art subjects.

Fitness, Wellness, and Swimming Regulations

Fitness and Wellness and/or Swimming are required classes for all students as part of the curriculum. Suppose a student cannot physically participate for health-related reasons over some time. In that case, they or their parent/guardian must present a medical excuse from a physician, in which case they will be excused from participation in the class.

A student may be excused from aquatics class for a temporary medical concern with a parent/guardian's excuse, which the student must present to the teacher at the beginning of the class session. Verbal excuses will not be accepted. Since grades in these subjects are primarily based on participation, absence from class must be kept at a minimum. If a child does not participate due to medical reasons with the physician's notice, the teacher will provide a medical excuse (M) grade.

Athletes who do not participate in their physical education class will not be permitted to participate in any practice or game that day.

Class Safety

A safe class atmosphere is of paramount concern. Therefore, the following guidelines will be put in effect. **Piercings must be removed (unless it is an ear stud) on any part of the body before participation. A note from a guardian asking to keep the piercings in place will not be accepted.** Choosing not to follow class safety guidelines will result in a discipline referral and loss of participation for that day.

Fitness/Swim Classes – Valuables

Pupils should not take valuables or money to gym or swimming classes. If valuables are accidentally brought to class, students should lock valuables in their gym lockers during physical education class and in their hall lockers during swimming class. Neither the teachers nor the school will be responsible for lost or stolen items. We **strongly** encourage students to leave such items at home.

Fitness - Proper Clothing

Students in grades 5 through 8 are required to wear loose-fitting athletic clothing and sneakers for Fitness class. Students may change into gym clothing if they wish. **Students may not wear Crocs or slides for Fitness/Wellness class.**

Aquatics Class – Proper Dress

Students must change into school-appropriate swimsuits for class—one piece for girls and swim shorts for boys. If a student refuses to dress for class and does not present a note for excusal, it will be considered insubordination. If a student has long hair, the hair must be tied back so that it does not obstruct the student's vision during swimming.

Aquatics Swimsuit

All students will be required to bring their own swimsuits. The suit must be properly cleaned and laundered according to suit instructions after each use. If a student chooses not to purchase their own swimsuit, a school-issued swimsuit will be available for use in each aquatics class. All students will be provided with a school-issued towel for each aquatics class.

Aquatics/Fitness Additional Class Information

Students who wear contacts are requested to remove them before class. All gym clothing and swimsuits should have the student's name in them for identification. Gym clothing should be washed at least once a week. Each pupil is required to shower before swim class. A student may bring solid deodorant to use. However, **no spray perfumes, deodorant sprays, or body sprays** are permitted due to allergies and asthma.

School Counseling Services

Our school counselors attempt to assist all students through a program of individual counseling and related guidance services. Individual and group testing, test interpretation, student recordkeeping, and referrals to outside agencies are but a few of the school counselor's responsibilities. All students and parents/guardians are encouraged to utilize the many services the school counseling department provides fully.

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 the completed application to the high school's main office.

A blue work permit card will be issued, which the student must hold until their 18th birthday.

During the summer, a student may pick up work permit applications and the blue work permit cards 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.

Homework - District Policy 130

Philosophy

Homework assignments are to be completed outside of the regular school day are required and 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 homework assignments at that grade level. These assignments enhance and 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 checking Schoology for daily work or making arrangements with each of their teachers to obtain missed homework assignments. Students may also email their teachers directly or check Schoology to obtain missed homework assignments.

Library/Media Center

The Schuylkill Valley Middle School Library/Media Center offers printed materials, including fiction and nonfiction books, textbooks, magazines, and newspapers. The center is open to students during the school day, and students must obtain passes. Several databases, which allow on-site and remote access, are also provided.

Books may be borrowed for three weeks and renewed for an additional three weeks. Textbooks may be checked out for two nights. All other materials are for overnight use only unless special permission is granted by the librarian. All materials are signed out through the computer. Each student has his/her own library account and must use it when signing out materials.

Students are responsible for caring for and returning all items borrowed from the Library/Media Center. In fairness to other students, borrowed materials must be returned on time so that other students may use the material. The Library/Media Center uses a fine system for overdue material to encourage responsibility. A five-cent per day fine will be charged for three-week overdue materials, and a fifteen-cent per day fine will be charged for overnight material. Failure to return materials or pay fines on time will cause the student to lose the privilege of borrowing items from the Library/Media Center.

Students are invited to the Library/Media Center during the school day. Misuse of these privileges will result in a warning. Should another incident occur, students will be referred to the office.

Athletics/Academic Code

Athletics

Schuylkill Valley Middle School offers various interscholastic athletics opportunities for student participation. These are communicated to students through announcements and other means.

Academic

The Schuylkill Valley Board of School Directors recognizes that the Schuylkill Valley School District's primary mission is its students' academic development. Academics will take precedence over all extracurricular activities. Participation in athletic or non-athletic extracurricular activities can be detrimental to students' academic progress if they fail to maintain passing grades in their courses. An after-school study hall is provided for athletes to improve their eligibility from 2:30pm – 3:30pm daily.

Weekly Ineligibility

Students failing two or more courses for the current week will be prohibited from participating in all athletic and non-athletic extracurricular activities for one week. The ineligibility will be in effect for the upcoming week (Sunday-Saturday). Generally, the cut-off for schoolwork included for ineligibility is Thursday at noon. When there is no school on Thursday and/or Friday, the cut-off will be moved back to allow time to notify the ineligible students properly. Administrators will monitor ineligibility consistently.

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 policy is for students who attend the after-school study hall. If students attend this 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 they attend every study hall up to and including the day of the event.

Behavior

The athletic and non-athletic activity programs are an important and integral part of the total school program; however, these programs are considered privileges. Students give time, energy, and loyalty to these programs through voluntary participation. Students must also accept the training rules, regulations, and responsibilities which are unique to these activities. To contribute to the group's welfare, students must willingly assume these obligations. The role demands that individual participants make sacrifices that are not required of others.

In addition to all student behavioral policies, rules, regulations, and codes of the Schuylkill Valley School District, athletic/activity participants are also governed by this Student Athletic/Activity Code. The rules and regulations in this Code shall apply to any violations on and off school premises.

Sports Physicals

Sports physicals are required for all students participating in athletic programs. The District offers these physicals, or you can have them done privately at your expense.

Athletics/Activities -Attendance Policies

Students must be in the middle school by 9:00 am to participate in an athletic or non-athletic extracurricular practice, contest, performance, or activity held that day. The Athletic Director or Middle School Principal must approve any exceptions. Examples of exceptions (with proper documentation) include doctor appointments, funerals, etc.

Student Assistance Program

The Student Assistance Program (SAP) is 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 indicative of a developing problem.
- Assist students in acknowledging and dealing with observed behaviors.
- Assist parents/guardians in acknowledging and dealing with the observed behaviors of their child.
- Coordinates school and community resources that will assist students and parents/guardians.
- Make recommendations to students and parents/guardians based on observed behaviors.
- Refer students and parents/guardians to appropriate groups and organizations for help and support.
- Encourage and support the care and after-care of students.

The Student Assistance Program (SAP) team will be responsible for implementing this program. The team will include teachers, administrators, the school nurse, and school counselors, each of whom has undergone intensive, special training.

Teachers, staff members, parents, or students may initiate referrals to SAP. Once students have been referred, communication, participation, and support from parents/guardians are essential. The SAP team members will always observe the confidentiality of students, parents/ guardians, and SVMS staff.

SAP referrals can be made through the counseling office.

ATTENDANCE

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

Students may be excused from school for the following reasons:

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

To report a student absent, please either use our email provided below or a phone call to the office at 610-926-7111, select 2 then select 0.

msabsence@schuylkillvalley.org

Absence excuses should include the following information:

1. name of student
2. date(s) of absence
3. reason for absence - specific statement such as the nature of illness
4. signature of parent or guardian

Attendance Letters/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 absence
- 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.

Arrival to School

Students who do not ride the bus to school must be dropped off at the back of the building; doors open at 7:15 am and close promptly at 7:40 am. Students arriving after doors are closed must enter through the main office at the front of the middle school building. Students are required to be in homeroom by 7:40 am each day.

Doctor/Dental Appointments

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

Early Dismissal and Pick-Up

Students are not permitted to leave the school grounds during the school day without prior permission from the Principal. Permission for an early dismissal will be granted only after receipt of a written request from the student's parent/guardian. The written request must contain the date, time, and reason for the early dismissal and the name of the person picking up the student if other than the parent/guardian. Students requesting early dismissals must report to the main office with their written request upon arrival at school in the morning. The adult picking up a student must report to the main office **with a valid photo ID** to meet the student. The designated adult must sign out each student. This procedure is for the safety of all students at the middle school.

End of the day Dismissal of Students

Parents/guardians may ONLY park in the parking lot, not along the curb in front of the building. Students getting picked up must wait until after the buses leave SVMS. Please help this process by picking up your child at 2:35 pm. **Should an appointment necessitate an earlier dismissal, please arrive by 2:15 pm and pick your child up in the office/vestibule area.** Any student picked up must go through the office lobby for parent/sibling pick up. **Students are not permitted to get off the bus at the high school or walk to the high school unless a bus pass is issued by the middle school.** A student is never permitted to ride home with their parent **without the office receiving parental permission before dismissal.** A student is never permitted to ride home with another student on an unassigned bus unless prior arrangements have been made with Eshelman Transportation and a bus pass issued. Students are not permitted to walk home.

Family Request for Educational Trip

SVMS has an educational trip form (available in the middle school office or on the district website) that must be completed by the parent/guardian for a student to be excused from school for an educational trip. The educational nature of the trip must be explained explicitly on the educational trip form. Upon receipt of the written request from the parent or guardian, a student **may** be excused from school attendance to participate in **up to five days of parent or guardian-initiated educational tours or trips during the school term** at the parent or guardian's expense when the Superintendent or their designee so evaluates such tour or trip. Student participants are subject to direction and supervision by an adult acceptable to the Superintendent or their designee and to the parent or guardian of the pupil(s) concerned. It is discouraged that educational trips be taken during published state standardized testing dates.

Making Up Work

Parents/guardians are asked to notify the middle school office when a child will be absent for an extended period of time. Students shall be afforded two days to make up all work for each day of absence; however, students should attempt to submit all work within the earliest possible time frame. Additional time to complete assignments may be allotted at the classroom teacher's discretion. In instances of pre-arranged one-day or multiple-day absences, 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 or during their class while the test is being reviewed.

Pick-Up (Activities/Detention)

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

Tardiness

All late students are required to report immediately to the office. These students must have a note signed by their parent/guardian explaining the reason for the tardiness. While in school, any student arriving late to class will also be considered tardy. Continual tardiness is not acceptable, and arriving tardy (excluding dental/medical) will result in the following:

- 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

Transfer to a Cyber Charter School

Act 47 of 2025 states: A child who is habitually truant is prohibited from transferring during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child. (24 P.S. § 13-1333(c.1)) This law applies to habitually truant

students transferring from any school to a cyber charter school, not only students transferring from brick-and-mortar schools.

A child is "habitually truant" if the child is subject to compulsory school attendance and has incurred six or more school days of unexcused absences during the current school year. A conviction for violating compulsory attendance laws is not necessary for a child to be habitually truant.

Because a child who is habitually truant is prohibited from transferring during the school year to a cyber charter school unless a judge determines that the transfer is in the best interest of the child, cyber charter schools should ask whether the student who presents for enrollment during the school year has had six or more unexcused absences during that school year at their prior school.

HOMELESS and UNACCOMPANIED STUDENTS

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

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

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

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

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

What if I think that I am eligible for services under McKinney Vento?— Should anyone have any concerns for the homeless or unaccompanied status of a student, please contact the student's School Counselor or Director of Pupil Services and Homeless Liaison for the SVSD. The Director of Pupil Services can be reached at 610-916-5745.

DISCIPLINE

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

Disciplinary Consequences

Detention

Students are assigned detention, which is served after school. Detention starts at 2:30 pm and ends at 3:10 pm. Transportation after detention is the parent/guardian's responsibility. Students are expected to attend all assigned detentions unless the appropriate administrator or teacher excuses and/or cancels the detention. Failure to attend detention may result in the assignment of an in-school suspension. Students absent on the day of assigned detention are responsible for making it up on the next scheduled detention date. Detentions will be assigned with a 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. Detention will take precedence over all school, extracurricular, home, and/or work activities.

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

1. Students must read, study, and/or complete a writing assignment.
2. Students cannot talk, sleep, eat food, use their cell phones, or listen to headphones.

Suspension

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

Suspensions may be given by the Principal/Assistant Principal or person in charge of the public school.

- No student shall be suspended until the student has been informed of the reasons for the suspension and has been allowed to respond. Prior notice of the intended suspension need not be given when the school community's health, safety, and welfare are threatened.
- The parents/guardians 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 allowed an informal hearing consistent with the requirements outlined in the school code 12.8 (c) (relating to hearings).
- Suspensions may not be made to run consecutively beyond the ten-school day period.
- Students shall be responsible for making up tests and work missed while being disciplined by suspension and shall be permitted to complete these assignments within reasonable guidelines established by the Board of School 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 school day. In ISS, students follow an academic work schedule to complete all schoolwork 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). A parent/guardian conference will be required prior to reinstatement to school. Work will be collected and may be picked up in the middle school office after 2:30 pm the next school day. Students are not permitted to stay on Schuylkill Valley School District property while serving an out-of-school suspension without prior permission from a building administrator.

Privilege Denial

Students may be assigned Privilege Denial as an individual or additional consequence. Students on privilege denial are prohibited from participating in school dances, non-curricular school trips, assembly programs, and all other school activities as determined by the school principal.

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. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

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

Level 3 Infractions - Infractions of a serious nature that 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 others in school, or conduct that may constitute a criminal offense where exclusion from school would be justified. Level 3 infractions can also include repeated Level 1 or Level 2 infractions where progressive discipline does not appear to be working.

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

Prohibited Conduct: Guidance as to Levels of Infractions.

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

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

Level 2 Infractions:	
Repeated violation of Level 1	2
Bringing or possessing a drone without authority by an Administrator	2
Bringing or possessing medication in violation of the rules set forth in the Code or in the applicable policy of the district, including Policies 210 and 210.1.	2
Cheating/plagiarism on tests or assignments, unauthorized use of AI programs, and/or violating copyright	2
Class cut	2
Disconnecting any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the expectation that they will have hardware, such as a printer, connected and disconnected	2
Disruptive behavior, including inciting any person(s) to disrupt the operation or the educational activities of the school district, provided, however, that this does not apply to any conduct that is protected under the law	2
Enabling an unauthorized person to enter any district building	2
Failing to cooperate in any district investigation or to answer questions	2
Failing to wear assigned safety equipment or failing to abide by safety rules and policies	2
Failure or refusal to serve a detention (lunch, after school, etc.)	2
Gambling	

Inappropriate display of affection	2
Lying to school authorities and/or withholding information that could impact school safety	2
Making sexual or lewd comments	2
Minor physical altercation - Hitting, shoving, kicking, slapping, tripping, and/or grabbing another student.	2
Misrepresenting his/her identity when using the district's computers	2
Opening or logging on to any computer, software, program, or application using, utilizing, or inputting the User ID and/or password of any other person, or using any default or preset User ID and/or password without express authority	2
Operating a drone without legally required credentials as may be required by and in accordance with applicable law or without the authority of an Administrator	2
Participating in practical jokes or pranks which cause injury requiring medical attention	2
Petty vandalism - Vandalism that has no permanently damaging effect or creates an excessive mess; writing on desks/textbooks.	2
Possession of an incendiary device - such as a lighter, matches, or other devices that can start a fire.	2
Repeatedly leaving class without permission	2
Sale of goods: Attempting to collect money via student for personal benefit through the sale of goods	2
Significant or repeated violation of safety rules or practices	2
Unlawfully retaliating against any individual	2
Using any computers unless and until the student has signed an acknowledgment in the form prescribed by the school district attesting to the student's understanding of the rules governing the use of digital technology	2
Using inappropriate, obscene, offensive, or profane language	2
Verbal confrontation with peer or adult	2
Level 3 Infractions:	
Repeated violation of level 1 or 2 offenses	3
Aiming a laser pointer at any person	3
Breaching school security	3
Bringing inappropriate pictures to school, in paper form, electronic form or any other form	3
Bullying any Person	3
Bypassing any blocking or security software that may be used or installed by the district	3
Destruction, defacing, willfully damaging, or stealing the district's property or the property of a student, parent, or another person	3
Disorderly conduct	3
Engaging in or allowing the hazing of any student	3
Engaging in sexual conduct or activity	3
Entering or leaving school grounds without permission	3
Falsifying school district records	3
Gang-related activity or symbolism	3
Having knowledge and failing to report a gun/weapon or look-alike gun/weapon	3
Incurring any charges or costs of any nature or type to the school district in connection with digital technology or your use of digital technology; Except as specifically and expressly authorized in accordance with applicable procurement requirements established by the school district or by applicable law	3
Injuring any student, employee, or other person at school through negligence or willful misconduct	3

Misusing school district communications systems, including electronic mail, computers, Internet access, and telephones	3
Physical contact with intent to harm	3
Possession or distribution of counterfeit money	3
Setting off a false alarm or attempting to set off a false alarm	3
Sexually harassing any person	3
Stealing or attempting to steal	3
Taking a fire extinguisher off its fixture without justification	3
Threats to other students/staff - Actions that cause others to have concern for the safety of themselves, their property, or their families	3
Trespassing	3
Unlawfully intimidating or harassing any person because of race, ethnicity, nationality, gender or gender identity	3
Using abusive, profane, obscene, or harassing language that repeatedly threatens or offends another person	3
Using an electronic device(s) to harass or threaten a student or other person	3
Using digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act	3
Using racial/ethnic slurs	3
Level 4 Infractions:	
Repeated violation of level 1, 2, or 3 offenses	4
Accessing another's computer for any improper or unlawful purpose, including to activate the audio or video functions of the computer or to search the computer's files, documents, or codes, without the person's prior permission and authority	4
Aggravated Assault - attempts to cause serious bodily injury to another or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.	4
Attending school while under the influence of a controlled substance or alcohol	4
Blackmail or attempted blackmail	4
Bringing, possessing, selling, and/or transferring drug paraphernalia to another person	4
Bringing, possessing, selling, transferring, or consuming intoxicants or controlled substances	4
Calling in or making a bomb threat	4
Calling in or making a terroristic threat, per policy 218.2	4
Committing or attempting to commit arson	4
Confrontation involving any student/school personnel that results in requiring medical treatment by a physician or hospital as a result of fighting or assault	4
Discharging or attempting to discharge a fire extinguisher unless there is a fire necessitating the use of the fire extinguisher	4
District systems access, network(s) access, or computer(s) access without proper authority	4
Engaging in criminal conduct	4
Extortion or attempted extortion	4
Fighting	4
Hacking into any hardware and/or software owned or licensed by the school district for any purpose	4
Intentionally entering or hacking into any secure or confidential area of the school	4
Intentionally, willfully, maliciously or through reckless indifference damaging or corrupting the functioning of any digital technology	4
Knowingly or willfully infecting any computer with any virus	4

Knowingly or willfully placing any malicious code in any computer	4
Misrepresenting to anyone any drug, pill, look-alike drug, or medication	4
Possessing firearms or other weapons	4
Possessing look-alike weapons	4
Possession/use of tobacco, vape paraphernalia, and/or smoking materials	4
Rape	4
Simple Assault - Attempts to cause or intentionally, knowingly, or recklessly causing bodily injury to another	4
Violating applicable law with the use or possession of an electronic device	4
When using the district digital technology, engaging in sexual acts, or sending any inappropriate pictures	4
Willfully damaging, defacing, misusing, or stealing the district's property or the property of a student, parent, or another person	4

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

Academic Integrity

Per District Policy 238, the Schuylkill Valley School District is committed to strict academic integrity standards and helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to maintaining such standards. Academic cheating and plagiarism are unacceptable in the Schuylkill Valley School District.

Cheating, plagiarism, and unauthorized use of AI programs are Level Two Infractions. Students who knowingly allow others to copy their work, as well as students who copy work from other students or other sources and hand it in as their own, will be subject to redoing the assignment or be given an alternative assignment and will also be subject to disciplinary action according to the Level Two Infraction Chart.

Bullying

Per District Policy 249, The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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 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.

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 bus misconduct. In each case, the parent or guardian will be responsible for seeing that the student is transported to school.

Cell Phones/Electronics 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.

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

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time. The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the building assistant principal/principal and or Director of Pupil Services shall make all required and appropriate reports of any such conduct to state and/or federal law enforcement agencies.

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

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

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

Please note that use of electronic devices at the middle school may be different than at the elementary or high school levels or may be different between programs.

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.

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 that it deprives or adversely interferes with or limits an individual or group's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Hazing

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

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

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

Inappropriate Items in School

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

Inappropriate items include (but are not limited to):

1. any trading card
2. spinner toys
3. toys
4. recreational items
5. look-alike weapons
6. firecrackers
7. skateboards
8. radios
9. computerized games
10. laser pens
11. loose chains of any kind
12. extreme energy drinks (Alani Energy, Celsius, Monster, Nos and any type of pre-workout powder/drink) or coffee/coffee-based drink
13. **spray perfumes, deodorant sprays, or body sprays** are prohibited due to allergies and asthma.

If a student brings a gaming device, iPod, or other musical device on the bus, it must be turned off and placed in the student's backpack before entering the building; it must remain there for the remainder of the school day.

Profanity

Vulgar or profane language and gestures will not be tolerated on school grounds or during school-related activities. Use of such language or gestures toward other students and/or staff will result in disciplinary action.

Public Display of Affection

Students are expected to conduct themselves appropriately in the educational environment. Relationships should be respectful of other people. Kissing and other similar acts of affection are unacceptable in the school environment.

Pushing and Rough Housing

Pushing, tripping, hitting, or any type of rough housing are never permitted, even if out of fun, as they may erupt into a fight or injury. This type of action will result in disciplinary consequences. If any harm is inflicted intentionally or as a result of the roughhousing, a more serious disciplinary consequence may be required.

Search of Student Property

Per District Policy 226, school officials have a compelling interest in protecting the health, safety, and welfare of the school population, which, under certain circumstances, may warrant general or random searches of students and their lockers, vehicles, or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property-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 standards set forth in board policy.

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.

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.

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. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

GENERAL RULES & PROCEDURES

Backpacks/Personal Items

Backpacks, coats, purses, and other carry-on items **must** fit in student lockers. Any bags exceeding the locker space are **not** permissible due to possible safety hazards. **Students must leave their backpacks and purses in their lockers.** To access needed materials, students are permitted to go to their lockers:

1. prior to morning homeroom.
2. before and after lunch.
3. before and after unified arts classes (as determined by individual grade level).
4. at dismissal, prior to boarding buses.
5. between or during classes **only** when granted permission by a teacher **and** accompanied by a pass.

Cafeteria

The following regulations are expected to be followed in the cafeteria:

1. Students who pack lunches will be permitted to purchase drinks after all students are seated.
2. Food purchased in the cafeteria may not leave the cafeteria.
3. Each table is responsible for clean-up on, under, and around their table.
4. Students are expected to converse at low voice levels.
5. Students must have permission to leave the cafeteria for any reason.
6. Depending on the severity of an infraction that takes place in the cafeteria, students will receive a verbal warning, seat change, or may be removed from the cafeteria and referred to the office for a detention.
7. Repeated infractions will result in removal from the cafeteria for extended periods of time, depending on the severity of the problem.

Food Service Department

The Schuylkill Valley School District is committed to providing students with nutritious meals and a variety of healthy food choices. Students are encouraged to take advantage of the meal options available each school day.

Meals served in the district cafeterias are part of the National School Lunch Program (NSLP). Meal patterns are designed to provide students with approximately one-third of students' daily nutritional needs based on the Recommended Daily Allowances (RDA).

The Commonwealth of Pennsylvania is providing Universal Free Breakfast to all students for the 2026–2027 school year. **BREAKFAST is FREE** to all students and is available on all full school days and early dismissal days. Breakfast is not served on days when school operates on a delayed schedule.

A reimbursable lunch consists of five food components: meat or meat alternative, bread or grain alternative, vegetable, fruit, and milk. Students must select at least three of the five components for the meal to qualify as a reimbursable lunch. The cost of the meal remains the same whether a student selects three, four, or all five components. Monthly cafeteria menus are posted and are available on the district website.

The NSLP requires that milk be offered as the beverage option with school meals. Students requiring a milk substitute must have a current physician's statement on file with both the Food Service Department and the school nurse. A new physician's statement must be submitted each school year.

Additional entrées, healthy snacks, and beverages are available for purchase. All à la carte items meet federal Smart Snacks nutrition standards. Students must have sufficient funds in their meal account to purchase à la carte items. Students with a negative account balance will not be permitted to charge à la carte items.

The district uses Primero Edge, a computerized point-of-sale system, to manage student meal accounts.

- Each student is assigned a unique Personal Identification Number (PIN). At the Elementary School, students may use either their student ID card or PIN.
- Students enter their PIN when purchasing meals, and purchases are automatically deducted from the student's cafeteria account after the student's account information and photo appear on the register screen.
- Families are notified when an account reaches a zero or negative balance.
- Students with a negative lunch balance can still purchase the normal lunch.

Families may add funds to student meal accounts by check, cash, or online payment.

- Checks should be made payable to SVSD Food Service. The student's name and PIN number should be included on the check and/or the outside of the envelope. A \$15.00 service fee will be assessed for returned checks. Students may submit check payments at the register during meal service.
- Cash payments are accepted and should be placed in a sealed envelope clearly marked with the student's name, grade, teacher, and PIN number. Students may submit cash payments at the register during meal service. If cash is lost or stolen, it cannot be tracked or replaced.
- Online payments may be made through School Café at www.schoolcafe.com. Families must register for a School Café account before using this service. The minimum online payment is \$20.00, and a 5% service fee will be assessed on online transactions. Families may also use School Café to monitor account balances, set low-balance reminders, and review account activity. Families wishing to avoid the online service fee may continue to make payments by check or cash.

Payments may be sent to school with a student, dropped off at a school office, or mailed to:

Schuylkill Valley School District
Attn: Food Service Department
929 Lakeshore Drive
Leesport, PA 19533-8631

Lunch is not served on district planned early dismissal days.

Free and Reduced Price Meals Program

Families experiencing financial hardship may apply for free or reduced-price meals.

All parents/guardians are welcome to apply for the Free and Reduced-Price Meals Program.

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. Applications are also available in the primary office of each school building.

Also Note: The Commonwealth of Pennsylvania also provides free lunch to students who qualify for reduced-price meals.

PLEASE NOTE – A NEW APPLICATION MUST BE FILLED OUT AT THE BEGINNING OF EVERY YEAR. Your free or reduced status will only carry over for the first **30 DAYS** of the new school year. Please refer to the district's website under Food Service for more information on the Free and Reduced-Price Meal Program.

Unclaimed Funds and Refund Policy

Funds remaining in a student's meal account at the end of the school year will automatically roll over to the following school year. Negative balances will also carry over from one year to the next. Any outstanding balance will be deducted from future deposits made to the account.

Graduating and Students Leaving the School District

Parents/guardians of students who leave the district will receive an email within 60 days of the student's last day of attendance notifying them of the remaining account balance. The following options are available for any remaining funds:

- Transfer the funds to another student's meal account.
- Donate the funds to the District Donation Fund, which helps students and families in need.
- Request a refund. Please allow several weeks for the refund check to be processed and mailed.

Internet

SVMS is fortunate to provide Internet access for all students in the building. To assure safety with this tool, the Board of Education has passed guidelines to protect our students. The district's **Acceptable Use of Internet** policy is the governing document for all aspects of Internet usage in the schools. In an increasingly computerized age, students must understand the rules of copyright and fair and acceptable uses of computers, the Internet, and e-mail. Violations of the district policy may result in loss of computer privileges for students as well as disciplinary consequences.

Lavatory Use

Permission to use the lavatory during and between class periods may be granted by a teacher. At no time are students to linger or congregate in the lavatory. Students are to use their grade-level lavatories or a lavatory closest to their classroom. Misuse of this privilege will result in disciplinary consequences.

Lockers

Per School Board Policy 226, lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited. When there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

Parent/Guardian Visits

Parents/guardians are welcome at the middle school. A parent/guardian who wishes to visit a child's teachers may do so. This requires 3 days' notice so the teacher(s) can be notified of the visit. Should any tests be given or any special events scheduled on the date of the requested visit, notification will be given to arrange an alternate date.

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.

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, school work, 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, school work, 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.

Student Dress Code

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 at Schuylkill Valley schools include, but are not limited to the following:

- Clothing that is revealing or generally exposes private parts of the body.
 - TOPS: Spaghetti strap tops, camisole/undershirt tank tops, halter tops, off the shoulder tops, strapless shirts, backless shirts, crop top shirts that reveal the midsection including bandeau tops, tube tops, or any shirts of a revealing nature.
 - BOTTOMS: skirts/shorts of revealing length, spandex shorts, jeans or pants with holes of a revealing nature.
- 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 and medical reasons shall be considered exempt from this rule.
- In addition to the aforementioned criteria, the administration reserves the right to make a decision regarding the decency of student dress.

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

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

Acceptable Use of Internet, Computers, and Network Resources

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

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

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 and send the student for needed medical treatment as soon as possible.

Parents frequently have questions regarding communicable diseases, exclusion, and periods of isolation. The following are rules and regulations prepared by the COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HEALTH.

Communicable Disease Regulations/Duration of Exclusion

Per District Policy 203, a child may be excluded if he/she shows any signs of communicable illness. If excluded from school, the child will be readmitted with a note from the attending physician stating that the child is free from communicable diseases.

Some illnesses may require the student(s) be excluded from school building until 24 hours after the institution of appropriate therapy. These include but are not limited to: streptococcal infections, ringworm, impetigo, tonsillitis and conjunctivitis etc... Students will need to be admitted to school with a note from their healthcare provider.

Dental Examinations

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

Student Health Information Forms

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

Annual Screenings

Vision and growth (height and weight) screenings are completed every year on all students.

Hearing screenings are completed on all students in kindergarten, 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.

HIV Infection

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

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

HIV-infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity. School authorities shall determine the educational placement of infected students on a case-by-case basis by following the established policies and procedures for students with chronic health problems and students with disabilities.

Physical Examinations

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

Pennsylvania Immunization Regulations

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

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

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

For Attendance in 7th Grade

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

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

For Attendance in 12th Grade

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

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

Guidelines for Administration of Special Medication

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

Prescription and Non-Prescription Medication

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

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

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

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

SCHOOL SAFETY

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
Hazard
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

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STUDENT ACTIVITIES/PROGRAMS

In addition to the regular academic responsibilities and expectations for all students of grades five through eight at the middle school, there are a number of academic pull-out programs and extracurricular activities.

Extracurricular and Athletic Activities

These programs provide the opportunity for students to expand their learning, to receive necessary remediation in areas of need, and to offer an extension of the regular educational program. In order to satisfy the time requirements of each program, there is a need to miss regular class time during individual lessons. Students are responsible for any missed assignments or work during their absence from class. Usually, these assignments are listed in the classroom, and/or the students may see their teacher(s) or a fellow classmate at an appropriate time. Regarding attendance at extracurricular and or sporting events, the following should be noted:

1. Students should not be in the middle school hallways after 3 pm unless they are receiving individual help from a teacher, attending the after-school study hall from 2:30pm – 3:30pm, or are under the direct supervision of a district employee.
2. Middle school students may not remain after school for a sporting event. They must go home at the end of the school day and return with an adult who will be present with them the duration of the extracurricular/sporting event.

Musical Organizations

The performance organizations at the Schuylkill Valley Middle School include 5th grade band, 6th grade band, 7-8 grade band, 5-6 grade chorus, and 7-8 grade chorus. These are elective courses that must be chosen by the student and parent/guardian in order to participate in the numerous music activities and performances. In addition, Select Chorus and Jazz Band are offered; auditions will determine participants for these music groups that rehearse before school. Middle school music organizations have a full and varied schedule of events, including performances at three mandatory concerts in December, March, and May, during assemblies, and at special school-related programs. Students are encouraged to select band and/or chorus as an elective.

Instrumental Music

Students who register for band must have basic instrumental skills. If students wish to start playing an instrument in 5th, 6th, 7th, or 8th grade, they should contact the director to make arrangements for beginning instruction. These students will be enrolled in band when they have mastered enough basic skills to actively participate. Band meets during the six-day cycle, and members are also scheduled for a group lesson/sectional on a rotating basis. All students enrolled in band will be given credit for their participation and will receive a report card grade based upon their participation, attitude, conduct, and effort. Participation in all scheduled performances is mandatory.

Vocal Music

Each grade-level chorus will meet during the six-day cycle for rehearsal. All students enrolled in chorus will be given credit for their participation and will receive a report card grade based upon their participation, attitude, conduct, and effort. Participation in all scheduled performances is mandatory.

Student Council

Student Council will provide 5th, 6th, 7th, and 8th grade students the opportunity to actively participate in representative government. Student Council will act to convey the students' feelings, desires, and problems to the Principal through the council advisor. Student Council will be composed of representatives elected from each grade level. If a representative is placed on "privilege denial" at any time throughout the year, they will be removed from the Student Council.

Student Clubs

A variety of clubs are offered throughout the year based on student and staff interest. Students who are interested in forming a club should seek a faculty advisor and then the principal's approval. Clubs that have been run in the past include: TV Studio, Panther Pride Club, Skateboarding Club, Mountain Biking Club, Volleyball Club, Ski Club, Art Club, Coloring Club, Debate Club, Math Counts, Reading Olympics, Library Club, Science Club, Yearbook, and Student Newspaper.

Student-Centered Social Activities

Purpose

A number of social activities, as published in the Activity Calendar, will be held throughout the school year. The primary purpose of these activities is to afford students a social experience and to provide them with meaningful and safe recreational opportunities. All activities are chaperoned by SVMS faculty, administrators, and staff members.

Operation

For all scheduled activities, doors open fifteen minutes prior to the scheduled starting time. Chaperones will remain onsite until all students are picked up. Parents should arrange to have their child picked up promptly at the end of an activity. Continuous late pick-ups will cause exclusion from future after-school activities.

General Regulations

Students are not allowed to leave and re-enter the building at any time while a social event is in progress without the permission of an administrator. Any student who leaves the activity prior to its conclusion shall be required to notify the Student Council Advisor of the time of his/her departure and the person with whom he/she is leaving. The person picking up the student must report to the event entrance door to meet the student. Students may not roam the building or school campus at any time prior, during, or after an event. Students are only permitted to use the lavatories in the immediate area of the event. Smoking and the use of alcoholic beverages and drugs are prohibited at all times on school property. Conduct at activities must be respectful and must be in good taste.

The Student Council Advisor and chaperones will monitor all rules and regulations and ensure that all students exhibit proper social conduct appropriate for boys and girls of this age group. The Student Council Advisor is empowered to remove a student from the activity area when necessary. If this occurs, the Student Council Advisor will notify the parent/guardian to pick up the student.

Class/Field Trips

Periodically, students will be offered the opportunity to participate in class trips and field trips. Trips which are held during the school day are of an educational nature and relate to the curriculum of a specific class or classes. These trips help to improve the students' cultural and social skills. **Students may not be denied attendance at curriculum-related trips.**

TRANSPORTATION

Bus transportation is provided for the convenience of all students and their parents. Concentrating on traffic conditions while maintaining proper control of 40 or more students is a difficult task. For the safety of the students and all drivers, it is imperative that students conduct themselves properly while riding school district buses. The use of the bus is a privilege that may be revoked. Students are expected to behave in a mature and respectful manner while being transported on district buses.

It is expected that the students of the district shall conduct themselves in a quiet and orderly manner while riding the bus.

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

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

Any behavior that jeopardizes the safety of others will be addressed with appropriate and firm disciplinary action.

Bus Discipline – see Bus Discipline under Discipline

Bus Stops

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

Large Objects

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

Services

Students are assigned to a stop in the proximity of their residence. Students should get on or off the bus at their assigned bus stop. To accommodate parents' altered work schedules of students in kindergarten through grade eight and to provide alterations in family babysitting service of students in kindergarten through grade eight, parents or guardians may request a change in accordance with the following guidelines:

1. Students will be assigned to a single permanent stop for the morning and a stop for the afternoon.
2. Approval for variations may include:
 - a. change of bus stop with no change to another bus if the bus stops at an established stop with no alteration in the route.
 - b. change to another bus if the bus stops at an established stop with no alteration in the route.

Requests for Change of Bus Route

Route Requests

Special transportation requests from parents or guardians must be submitted in writing to the school Principal a minimum of two school days prior to the effective date of the request. The school secretary or Principal will be responsible for informing the parent or guardian of the resolution of the request. School Principals, bus coordinators, and bus drivers will be informed of decisions made and any changes that have a direct effect on their responsibilities.

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

Emergency Requests

Emergency requests may be made by telephone to the school Principal or Transportation Secretary. Only truly emergency situations will be acknowledged, such as:

1. medical emergency causing parent not to be at home to receive the student
2. aiding families with medical emergencies or a death in the family

Priority of Responding to Requests

Emergency requests shall be responded to first. All other requests shall be responded to as they are received.

Basis of Approving Requests

The primary basis for approving a request will be that there is available seating on the bus route requested

NOTE TO PARENT/GUARDIAN:

Pennsylvania Crimes Code to provide for the unauthorized school bus entry.

HB 80, under the bill, a person who enters a school bus without proper authorization with the intent to disrupt or interfere with the driver and who refuses to leave the bus after being ordered to do so commits a misdemeanor of the third degree. Each offense would be punishable by up to 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.

Student Driving, Parking, and Bicycle Privileges

Per District Policy 223, The Board shall permit the use of bicycles by students in accordance with district rules. The Board shall permit the use of motor vehicles by secondary students in accordance with district rules. The Board shall not be responsible for bicycles or motor vehicles which are lost, stolen, or damaged.

Students are expected to adhere to all state, local, and school regulations established for safe operation of vehicles.

Written parent & administrator permission must be provided before a student is allowed to ride a bicycle. Consequences for violation of any vehicle regulation may include any or all of the following:

1. Verbal reprimand/warning and written record
 2. Loss of privileges
 3. Parental conference
 4. Restitution, if applicable
 5. Level One Infraction
 6. Detention
 7. In-school suspension
 8. Out-of-school suspension
 9. Placement in the transitional education program
 10. Police referral
 11. Referral to the Superintendent of Schools and possible subsequent referral to the Board of School Directors to consider expulsion from the school district
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Policies Requiring Annual Parent/Student Notice:

006. Meetings
103. Discrimination/Title IX Sexual Harassment Affecting Students
103.1. Nondiscrimination – Qualified Students With Disabilities
104. Discrimination/Title IX Sexual Harassment Affecting Staff
105.1. Review of Instructional Materials by Parents/Guardians and Students
113. Special Education
114. Gifted Education
123. Interscholastic Athletics
123.1. Concussion Management
123.2. Sudden Cardiac Arrest
138. Language Instruction Educational Program for English Learners
142. Migrant Students
143. Standards for Persistently Dangerous Schools
144. Standards for Victims of Violent Crimes
146. Student Services
200. Enrollment of Students
203. Immunizations and Communicable Diseases
204. Attendance
209. Health Examinations/Screenings
209.1. Food Allergy Management
209.2. Diabetes Management
210. Medications
210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
216. Student Records
218. Student Discipline
218.1. Weapons
222. and 323. Tobacco and Vaping Products – Students and Employees
226. Searches
235. Student Rights and Responsibilities
235.1. Surveys
236.1. Threat Assessment
237. Electronic School-Issued 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.

FOR INQUIRIES REGARDING COMPLIANCE WITH THESE ACTS, CONTACT THE OFFICE OF THE SUPERINTENDENT, TITLE IX, AND ADA COORDINATOR, SCHUYLKILL VALLEY SCHOOL DISTRICT, 929 LAKESHORE DRIVE, LEESPORT, PA 19533-8631, and PHONE (610) 916-0957.