

# Student-Parent Handbook

Pleasant Valley Middle School

2021-2022 School Year



Pleasant Valley School District  
Brodheadsville, PA 18322

*Excellence in Education: A Community Commitment*

## TABLE OF CONTENTS

<b>EQUAL RIGHTS AND OPPORTUNITIES POLICY</b>	3
<b>McKinney-Vento Homeless Education Program</b>	3
<b>BUILDING DIRECTORY</b>	4
District Calendar	5
School Hours	5
School Closings/Delayed Openings/Early Dismissal	5
School Bus Transportation	5
School Bus Audio/ Video Recording	6
Cafeteria	6
<b>ATTENDANCE/ABSENCES AND DRESS CODE</b>	7
Educational Trips	7
Tardiness/Lateness	8
Early Dismissals	8
Emergency Procedures	8
Custody	8
Student Identification	8
Standardized Dress Code	11
Field Trips	11
Homework/Class Work Make-Up Procedure	11
Parent-Teacher Conferences	11
<b>ACADEMIC AND COUNSELING</b>	11
Program of Studies	11
Incomplete Course Requirements	12
Student Records	12
Grading Policy	12
Grade Reporting	13
Honor Roll	13
Honor Code	13
<b>CODE OF STUDENT BEHAVIOR</b>	13
Code of Conduct	13
<b>STUDENT DISCIPLINE</b>	23
Lunch Detention	23
In-School Suspension	23
Out of School Suspension	23
Expulsion	23
Searches (Board Policy 218.1, 218.3, 226)	23
Metal Detection/Video Surveillance (Board Policy 218.1, 218.3, and 226.1)	24
Reasonable Force (Board Policy 218)	24
<b>DISCIPLINE INFRACTIONS</b>	24
Acceptable Use of School District Computers and Related Technology (Board Policy 815)	24
Use of Communication Devices, Cellular Telephones and Other Devices (School Board Policy No. 237)	24
Use of Certain Hand-held Electronic Devices	25
Bullying/Cyber bullying (Board Policy 249)	25
Chronic Disciplinary Issues	25
Destruction of Property (Board Policy 218)	25

Drug/Alcohol/Drug Paraphernalia Policy (Board Policy 227)	26
False Fire Alarms	26
Fighting (Board Policy 218)	26
Gang Awareness (Board Policy 218.4)	26
Hazing (Board Policy 247)	26
Leaving the School Building/Premises without Permission	26
Possession/Use of Tobacco (Board Policy 222)	26
Terroristic Threats/Acts (Board Policy 218.2)	27
Theft	27
Threatening Behavior	27
Unlawful Harassment (Board Policy 248)	27
Vandalism	27
Weapons (Board Policy 218.1)	27
Prohibited Articles (Board Policy 227, 218.1)	27
<b>STUDENT ACTIVITIES</b>	28
Interscholastic Athletic and Co-Curricular Program	28
National Junior Honor Society	29
Dances	29
<b>STUDENT SERVICES</b>	30
Student Assistance Program	30
Library Services	30
<b>STUDENT HEALTH</b>	30
State Mandated Reporting Requirements	30
Health Services	30
What Happens in the Health Room	31
Emergency Procedures	31
State-Mandated Screening Tests	31
Severe Allergies	31
Medication Policy	32
Immunization Requirements	33
Exclusion from School	34
Medical Exemptions	34
Religious Exemptions	34
<b>GENERAL INFORMATION</b>	34
Assemblies	34
Distribution of Literature, Leaflets and Newspapers ( <i>Board Policy 220, 218</i> )	35
Bulletin Boards / Student Posting Areas	35
Fire Drill/Emergency Drills	35
Flag Salute and Pledge of Allegiance (Board Policy 807)	35
Military Access (Board Policy 250)	35
Lockers (Board Policy 226)	35
Student Accident Insurance (Board Policy 211)	36

## **EQUAL RIGHTS AND OPPORTUNITIES POLICY**

Pleasant Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion in its admissions, educational programs, activities, or employment policies. Publication of this policy is in accordance with state and federal laws including the Americans with Disabilities Act, Title VI, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973. Requests for information regarding services, activities and facilities that are accessible to and usable by persons with disabilities, in addition to all other inquiries, should be directed to the Director of Human Resources. This individual serves as Title IX and Section 504 Coordinator and is located in the Pleasant Valley District Administration Building, Route 115, and Brodheadsville, Pennsylvania, 18322. (570) 402-1000, ext. 1209.

### **McKinney-Vento Homeless Education Program**

#### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act).

The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.

#### **Local Educational**

Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (Kg-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so that they can participate in sports, field trips, and school activities.

For additional information, contact LEA Homeless Liaison at 570-402-1000 ext. 8215.

Welcome to the Pleasant Valley Middle School Handbook. We hope this handbook will be a useful resource and will assist you in your child’s education to support your knowledge of school district policy and procedure. We look forward to partnering with you at PVMS in your child’s education!



**Pleasant Valley Middle School**  
 2233 Route 115  
 Brodheadsville, Pennsylvania 18322  
 570-402-1000 ext. 2001

**BUILDING DIRECTORY**

<b>Middle School</b>	
<b>Principal</b> Mr. Jason Van Voorhis	Ext. 2003
<b>Asst. Principal</b> Mrs. Josephine Fields	Ext. 2001
<b>Event Supervisors</b>	Ext. 4100
<b>Main Office</b>	Ext. 2001
<b>Guidance Office</b>	Ext. 2011
<b>Attendance Office</b>	Ext. 2018
<b>School Police</b>	Ext. 2777
<b>Middle School Fax</b>	570-992-3932

## **District Calendar**

The Pleasant Valley School District calendar is available online and will be handed to all students the first week of school. This calendar contains the dates of all important district-wide functions and general information for parents/guardians. The school district calendar also includes the days that are designated as “snow make-up days” when school is canceled due to inclement weather. The district plans to use Flexible Instructional Days in the remote setting as a method of continuity of education. These days will be announced as they are determined.

## **School Hours**

Middle School students will attend school from 7:25 AM until 2:38 PM. Students can enter the building beginning at 7:05 AM.

## **School Closings/Delayed Openings/Early Dismissal**

Unfavorable weather conditions or other emergencies require school closings or a delay of school opening periodically throughout the school year. Information will be announced by local television and radio stations, school district website ([www.pvbears.org](http://www.pvbears.org))/Facebook page, and a ConnectEd call to all members of the school district.

Parents/guardians should always arrange for the possibility of school closings that may occur during the school day. Please make sure that your child has an early dismissal plan. Your child may need to go home if an emergency develops at school. School days lost for such reasons will be made up according to the school calendar, as decided by the Board of Education. Please make sure that your **correct contact information** is up to date in the building office so you are receiving ConnectEd calls at the appropriate phone number(s).

## **School Bus Transportation**

Our school district utilizes the services of First Student to transport our students. First Student, based in Cincinnati, Ohio, is one of the leading transportation companies in the United States. The school district and First Student work together to provide safe and efficient school bus transportation for all students. First Student may be contacted directly at 570-402-2282. We encourage parents/guardians to contact their child’s school first regarding questions/concerns relating to school bus transportation. If you have any issues with your student’s bus or bus stop location, please visit our website at [pvbears.org](http://pvbears.org) and click on the Bus Issue Form link. The link will also be on our website under Departments > Transportation. Please allow 72 hours for a response. Most responses will be sent via email.

Expectations for responsible bus behavior are indicated below. The school district reserves the right to suspend any student from riding the bus who cannot follow the guidelines for responsible behavior.

1. Follow the bus driver’s directions
2. Sit safely in the seat with back to the back of the seat
3. Stay seated until assigned stop
4. Face the front of the bus
5. Keep hands, feet and all items within their personal space and inside the bus
6. Keep main aisle clear
7. Maintain a quiet voice and use appropriate language
8. No eating or drinking on the bus

NOTE: The school bus is an extension of the classroom. Students are expected to maintain the same behavioral expectations on the school bus as in school.

### **School Bus Audio/Video Recording**

As per PVSD Board Policy # 810.2, the use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. The Board authorizes the use of video and audio recording on school buses and school vehicles. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. The district shall comply with the provisions of federal and state laws and regulations.

### **Cafeteria**

Cafeteria services are provided to the student body and the time students spend in the cafeteria should be a pleasant experience for both the students who are dining and the staff who monitor the cafeteria. Meals are carefully prepared so the students will be served well-balanced nutritious meals at a nominal cost. At the middle school, lunches are thirty (30) minutes in length. Students have the choice to bring their lunch or buy the prepared lunch. Students are required to eat in school and may not leave the building for lunch. Students are expected to conduct themselves in the school cafeteria in the same manner as would be required in polite society. Students may not bring book bags or oversized purses through the serving line.

Pleasant Valley School District provides an opportunity for children to purchase healthy meals each day. Breakfast and lunch menus are planned to provide balanced meals at a minimal cost. Special dietary needs can also be accommodated.

#### **Cost for breakfast**

Daily = \$1.60  
Reduced = \$.30  
Milk Only = \$.50

#### **Cost for lunch**

Daily = \$2.95  
Reduced = \$.40  
Milk Only=\$.50

### **MySchoolBucks**

Every student will have an account. Parents/guardians have the option of prepaying for meals as far in advance as they wish by depositing money into the student's account. Each time the student eats, the cost of the meal is automatically deducted from his/her account. MySchoolBucks allows students to deposit money into their accounts any morning prior to the start of school, or when they go through the lunch line. Cash or checks (made out to "PVSD Cafeteria") will be accepted. Leftover money in the student's account will follow the student to the next grade. In the case of a senior, he/she will be required to use all money in the account by the last lunch of the school year. How does a student access his/her account? Every student will receive a PIN number. When the student reaches the cashier station, he/she will put the PIN number into the keypad. The cashier will record the purchase and, provided there are sufficient funds to cover the purchase, the account will be debited.

## **ATTENDANCE/ABSENCES AND DRESS CODE**

Compulsory attendance becomes effective when a student enters school for the first time, which shall not be later than six years old, and continues until the student becomes eighteen years of age. Sometimes absence from school is unavoidable. Excused absences that are considered legal are reasons of: illness, death in the immediate family, quarantine, impassable roads, an approved educational trip or tour, recovery from an accident, required court attendance, weather so inclement as to endanger the health of the child, a form of domestic service emergency permit, religious holiday or as to exceptionally urgent reasons that affect the child.

Anytime a student is absent from school, a written excuse explaining the reason for the absence must be sent to the Attendance Office. If the excuse is not sent to the Attendance Office within three days following the date of return to school, the absence will be considered unexcused.

After three illegal absences, the school will notify parents/guardians in writing of the unexcused absences. When additional days of unexcused absences occur, the school will request a meeting for an SAIP (student attendance improvement plan). If continued unexcused absences occur, a citation will be issued and may be referred to Children and Youth.

Parents/guardians are encouraged to schedule all appointments after school hours. In the event you must take your child out of school during the school day the following steps should be taken.

1. Present a written signed note to school first thing in the morning.
2. The students must be properly signed out by the parent/guardian before leaving the building.
3. When a student returns to school he/she must be properly signed back into school.

It is standard practice for the school to call home when a student is absent and/or when absences are accumulating. This is to fill the school's responsibility to monitor student attendance and keep open lines of communication between the school and home regarding attendance irregularities. Parents/guardians are also urged to call the school if they know their child(ren) will be out for an extended period of time.

A doctor's note may be required for six or more consecutive days of absence. Cumulative absences in excess of six (6) days, and if acceptable, again when cumulative absences exceed ten (10) days, may result in written notice being issued. The notice may state that a doctor's excuse may be required to show the future absences are justifiable.

Cumulative absences of eighteen (18) days or more may interfere with the student's successful completion of their assigned grade or learning of necessary skills of their grade level. This may lead to a student being retained due to the lack of completing necessary curriculum requirements. If it is determined that no extenuating circumstances exist to warrant such a large number of absences, the student may not be granted credit and will be required to repeat the educational program for the entire year.

### **Educational Trips**

Parents/Guardians considering travel plans that would take their child out of school must complete an educational trip form **two weeks prior** to that of the planned trip. If you're unable to stop in the office, the form can be sent home upon request with your child. Please note that the student's absence for travel must be pre approved by the building principal. A building-approved Non-school District Sponsored Educational Trip or Tour (**up to five [5] days in length**) and/or College Trips (**up to three [3] days in length**) will not be considered an absence, but will instead be counted as an approved field trip. All written requests need to list the dates of requested absence.



### **Tardiness/Lateness**

Middle School students are expected to report to homeroom by 7:25 AM. Any student reporting after 7:25 AM must report directly to the assigned area in order to sign in. Students who do not sign in will be considered absent for the day.

Students reporting late, with an excusable reason, must bring a written excuse note, which includes the date of and reason for tardiness and is signed by the parent/guardian, no later than the following day. Parental excuse notes, documenting the reason for and date of tardiness are required for a tardy to be excused. If a student comes to school late due to an appointment from a doctor, dentist, etc., the student must return with and submit acceptable written evidence, including the date and time of the appointment, of attending such an appointment.

Middle School student participation in athletics and activities must arrive at school by 9:25 AM to be eligible to participate.

### **Early Dismissals**

Students, regardless of the reason(s), are not permitted to leave the school building or premises at any time without obtaining permission from the administration, nurse, or principal's designee. If no signed note is provided and a parent/guardian is picking their child up, both child and parent/guardian must properly sign out in the designated area. Students not conforming to these rules may be classified as absent unexcused and subject to disciplinary procedures. It is recommended that all attempts be made to arrange all appointments during non-school hours. Notes must be received to the attendance office for a dismissal no later than 8:00 AM.

### **Emergency Procedures**

Parents/Guardians will be notified immediately in the event of an emergency. However, sick or injured children will not be sent home on the school bus. If parents/guardians cannot be reached, an emergency contact person designated by the parent/guardian will be called to assist. It is very important that your child's emergency contact information is up-to-date and accurate. If you need to change your child's emergency contact information, please contact the main office at extension 2001.

### **Custody**

If there is a court order limiting or restricting a noncustodial parent contact with a child, the court order should be brought to school. A copy will be made for the student record. Without a court order, both natural parents have equal access to the child and the child's records.

### **Student Identification**

While on school district property, all students must wear and visibly exhibit, in the front of his/her outer garment between the shoulders and the waist, their current district issued photo identification while on a break-away lanyard issued by the school district. Students may also be required to wear their school district ID when participating in an off-campus school-sponsored activity. At any time, students may be required to immediately present their photo ID to an administrator, teacher, and other school employee or transportation worker. Students are responsible to report lost, damaged, or stolen identification cards immediately upon discovery to a teacher, security officer, or administrator. Under no circumstances shall a student alter a student ID card. Two (2) IDs will be issued to each student at no cost. Due to replacement costs, students will be charged five dollars (\$5.00) for each replacement ID and two dollars (\$2.00) for each replacement lanyard.

### **Standardized Dress Code**

Proper attire is expected to be worn by all students to foster the best environment for learning. To ensure that students observe basic rules of personal hygiene and dress in the manner that will not disrupt the educational process the standardized dress code policy shall apply. The policy may be accessed on the school district website ([www.pvbears.org](http://www.pvbears.org)) or copies of the policy and quick reference guide are available at the building main office.

Pleasant Valley School District also offers assistance for students in need of standardized dress code support. You may request a form for dress code assistance; once approved you will receive a voucher for items from our cub closet for each child in the school district.

## QUICK REFERENCE GUIDE FOR STUDENT DRESS

### Permitted Items:

#### Tops:

- o Tops should be solid, striped or patterned and must be Black, White, Gray, or any shade of Blue.
- o Traditional Polo-style with collar.
- o Standard Oxford-style Dress Shirt/Blouse.
- o All shirts must have a collar and must be appropriately sized for the student; that is, no more than one (1) regular size larger than the student actually measures. This also means that tops are not to be tight. Long/Baggy or midriff-baring tops are not permitted. Tops that are too short or too long are not permitted. Tops must be long enough to ensure the midriff area is covered at all times and shall not extend past the middle of the rear pocket or where such pocket would be in cases where none exists. Dress code compliant tops that are too long, but otherwise appropriately fit, must be tucked in.

#### Bottoms:

- o All Pants, Shorts, Skirts or Skorts/Gauchos must be solid-color Khaki (Tan), Navy Blue, Gray, or Black.
- o Dress or Casual Pants (full-length or Capri-style).
- o Dress or Casual Pants Shorts.
- o Shorts, Skirts or Skorts/Gauchos must be Kneecap Length.
- o Slits or kick pleats in Skirts, Skorts/Gauchos, or Shorts must not extend above the knee.
- o Regular pants must meet the top of a shoe, but not touch the floor. This means that the end of the pant leg must meet a boot at the area at which a normal shoe would be. All such bottoms must be hemmed or have a standard cuff.
- o Must be appropriately sized for the student; that is, they are to be no more than one (1) regular size larger than the student actually measures. It also means that bottoms are not to be tight. Extra wide, extra full, extra-long, baggy or sagging bottoms, as well as tight and/or undersized bottoms, are not permitted.
- o Must be free of pockets that extend or are situated below the hip area.

#### Dresses:

- o Dresses must be a solid color of blue, gray, white or black and must not extend above the knee.

#### Footwear:

- o Footwear can have a manufacturer's logo as long as that logo is not contrary to the mission of the school; and/or advertises or promotes the use of tobacco, alcohol, or drugs; and/or is deemed offensive, obscene, or immoral; and/or which is sexually suggestive; and/or which promotes statements which are derogatory to any racial, ethnic, or religious group; and/or which contains double meaning, advocates violent acts, or is gang-related.
- o Footwear must both be of the same pair and intact.
- o Sandals or clogs must have a back strap and footwear with shoelaces must be tied.
- o Boots – Students are permitted to wear boots that are dress code compliant.

#### Layering Items:

- o Solid-color White, Gray, Black or Blue or patterned pullover sweaters, sweater vests, full-torso cardigan sweaters, or fleece vests or tops, may be worn over a collared dress code-compliant shirt. All items must be without hoods.
- o Full-length leggings/tights are to be worn under Skirts/Shorts/Skorts/Gauchos. Even if leggings are worn, skirts/shorts/skorts/gauchos must still be the appropriate dress code compliant length.

- o Solid-color Black, White, Gray, or any shade of Blue T-Shirts/Turtlenecks/Mock Turtlenecks may be worn under a Dress Code Compliant Shirt, Jumper or Sweater.

**Additional Permitted Items:**

- o Full-length Hosiery/Tights and Visible Socks may be worn and must be of approved Solid-colors (White, Gray, Black, any shade of Blue), including Skin-tone.
- o Solid/patterned pullover Sweaters, Full-torso Cardigan Sweaters, Sweater Vests, Fleece Tops, Fleece Vests of White, Gray, Black, or any shade of Blue pattern – may be worn over a Dress Code Compliant Shirt; all items must be without hoods.
- o Solid/patterned neckties must contain only the Standard Permitted Dress Code Colors of White, Black, Gray or any shade of Blue.
- o Dress Code Compliant Polo-style Shirts, Oxford-style Shirts, or Sweaters/Sweater Vests/Fleece Tops/Fleece Vests with authorized PVSD extra-curricular or co-curricular logos are permitted.
- o Belts must be worn at the natural waistline and must be of Solid-color Black, Brown, Blue, White, or Tan with a standard 2”x 3” (or smaller) Belt Buckle and have no logos, emblems, insignias, monograms, studs, or other adornment(s) deemed to be unsafe and/or potentially disruptive.

**Important Considerations:**

- o Logos, designs, emblems, symbols, insignias, advertisements, and/or monograms must be school appropriate and no larger than 2”x 2”. All garments must be appropriately sized.
- o Tops and Bottoms must be of contrasting colors. For example:
- o Black Bottom/White Top or Khaki Bottom/Blue Top – Acceptable.
- o Black Bottom/Black Top or Navy Bottom/Navy Top – Unacceptable.
- o A solid polo with striped pullover - Acceptable
- o Solid-color White, Gray, Black or Blue solid or patterned pullover sweaters, sweater vests, full-torso cardigan sweaters, or fleece vests or tops, may be worn over a collared dress code-compliant shirt. All items must be without hoods.
- o Slits or kick pleats in skirts, skorts, gauchos, or shorts must not extend above the knee.
- o All garments must be appropriately sized.
- o Students who are required to change for Phys. Ed. class must wear predominantly Black, Gray, or any shade of Blue sweatpants or shorts and Solid-color Gray, White, or any shade of Blue T-shirt and/or sweatshirt (without hood) that are free of inappropriate or offensive logos, pictures, etc. All other PVSD specifications apply.
- o Spirit/Denim Day – Jeans must be free of holes, slits, etc. Tops must be spirit themed compliant.

**Prohibited Items (Not all-inclusive)**

- o Clothing or accessories deemed contrary to the mission of the school, or that advertise the use of alcohol, tobacco, or drugs, or which are offensive, obscene, immoral, sexually suggestive, or contain statements derogatory toward any race, ethnicity, gender or religion, or that advocate violence or gang-related activity
- o Long and/or baggy pants
- o Midriff-baring tops
- o Hooded or thermal garments
- o Carpenter or cargo pants or shorts
- o Sweats (except as required for Phys. Ed. class)
- o Jeans, denim or pajama-type bottoms
- o No ripped or tattered clothing
- o Visible undergarments
- o Headgear, including but not limited to caps, hats, scarves, bandanas, headbands, do-rags, hairnets (unless required by approved vocational program)
- o Flip-flops or slippers
- o Steel-toed footwear may be worn only when specified by course requirement. (Except for required MCTI courses.)

- o Footwear may not have heels in excess of three (3) inches.
- o Jewelry chains longer than 18 inches, heavy gauge chains, dog collars, wallet chains
- o Hoop body rings, barbells, and gauges
- o Clothing or accessories considered to indicate gang affiliation
- o Clothing or accessories considered to be distracting, disruptive, offensive, potentially dangerous, or interruptive to the educational process. (See Prohibited Items)
- o Sleeveless, cut-out, and cold shoulder tops

**Field Trips**

Field trips are a planned part of the instructional program at each grade level and support academic goals. Parent/guardian permission notes are needed because students will be leaving school property. Since safety is a priority parents/guardians may be asked to attend field trips as chaperones.

**Homework/Class Work Make-Up Procedure**

After returning from an absence, students need to contact his/her individual teachers in order to determine what homework, class work, and tests were missed, and it is the responsibility of the student to see that the work and tests are completed and handed in. Students who attend band, chorus, or athletic events are responsible for finding out and making up any work or tests they missed during lessons, rehearsals and/or events. As a rule, students will have the number of school days equal to the number of excused absences to complete the homework. Any work not completed within that time frame can be assigned an incomplete (I), or a failure (F). It is at the discretion of the teacher, given the nature of the assignment, to allow any time beyond the number of days equal to the number of days of student absence to make up work.

Homework Request: Parents/Guardians may contact the school to secure any assignments that can be completed during an absence. Assignments will be available within twenty-four (24) hours from the time of the request. Parents/Guardians are responsible to see that assignments are picked up at the school when they have been requested. Students are encouraged to have reliable classmates share any information regarding missed work. Students are expected to work on/complete assignments when they are requested and sent home during an absence. Students are also expected to complete assignments when work is requested before or during an approved vacation which occurs on regular school days.

**Parent-Teacher Conferences**

Parents/Guardians will have the opportunity to attend parent-teacher conferences in the fall this school year. All parents/guardians are encouraged to attend. In addition to parent-teacher conferences, student progress will be communicated via a quarterly progress report that will be electronically available approximately mid-way through each marking period. Parents/Guardians will also have access to a report card for their child at the conclusion of each marking period. Parents/Guardians are also encouraged to utilize the school district’s Infinite Campus system to track their child’s academic progress in school. Information regarding the Infinite Campus will be provided at the beginning of the school year or upon registering in the school district.

**ACADEMIC AND COUNSELING SERVICES**

Counseling services are an integral part of the total educational process. The services provided by the counseling staff are designed to help each student develop the knowledge, skills, and self-reliance needed to make good decisions and to make personal and social adjustments.

## Program of Studies

Pleasant Valley Middle School Program of Studies is available online and in the building guidance suite. The Program of Studies outlines course offerings.

**Schedule Changes** (drop/add) will be allowed under the following conditions:

- o A required class does not appear on their schedule.
- o Two classes are scheduled for the same time period.
- o Any other considerations for dropping or adding a class will need to be discussed with the school counselor.

## Incomplete Course Requirements

Students whose required work for any marking period is not complete when due may, depending upon the circumstances and at the discretion of the teacher, be given an "Incomplete (I)" on their report card.

A student with an "Incomplete" will be given a specified deadline to complete the work not to exceed two (2) weeks unless there are extenuating circumstances. A student who has not taken a scheduled final examination will receive a "0" for the exam grade. Any student who is absent on the day of an exam must produce an acceptable doctor's excuse for the absence. Otherwise, a grade of "0" will be recorded for the exam.

## Student Records

Records are maintained to support the educational process and for the convenience of current and former students. Parents/Guardians or current students may review records through the office of the school at which the student attends. Exemptions are as follows: if the student transfers out of the school district; if the school district receives a subpoena; if the student seeks admission to a post-secondary school, and if the directory information is sought in the case of an emergency or police matter.

Legal parents/guardians and students 18 years or older are entitled to review the information in the child's or own permanent record folder. Others may have access to the student's records with written parent/guardian (or student, if age 18 or more) permission. If interested, arrangements can be made with your child's teacher, school counselor, or building administrator. Specific additional policy information may be accessed on the Pleasant Valley School District website regarding student records at [www.pvbears.org](http://www.pvbears.org).

## Grading Policy

The following information pertains to the numerical grading policy.

1. Any grade average below 65 is a failing grade.
2. During the 1st, 2nd, and 3rd marking period of a year course, the lowest failing grade given to a student will be a 50. In extraordinary cases, students may receive a grade lower than a 50 if deemed appropriate by a team of teachers, counselors, and administrators. During the 4th marking period of a year course, students will receive the grade that they earn.
3. Any student who is absent on the day of a final exam must produce a doctor's excuse for the absence, which will allow the student an opportunity to take the exam. Otherwise, a grade of "0" will be recorded for the exam.
4. Any high school credited course will be determined by averaging the four (4) marking period grades, which are 80% of the final average, and the final exam, which represents 20% of the final average.
5. Alphabetic and numeric grade equivalents are listed below:

Alpha Equivalent	Quality Points	Numeric Marks	Definition
A	4.00	92-100	Excellent
B	3.00	83-91	Above Average
C	2.00	74-82	Average
D	1.00	65-73	Below Average
F	0.00	0-64	Failure
P			Pass
I			Incomplete

If the student chooses to be exempt from the Final Exam, the student will receive an average of their marking period grades as their Final Exam grade on their report card. For a quarter course, they will receive the same grade they earned for the quarter as their final exam grade.

If the student chooses NOT to be exempt from the final exam, the student will take the final exam and will receive the grade that is earned on the final. Once the student begins the final exam, the exemption choice is null and void.

## **Grade Reporting**

### **Progress Reports**

Student progress reports are issued on or about the midpoint of each marking period. Report cards are issued at nine (9) week intervals. Tentative dates are listed on the school district calendar. Open house events and parent/teacher conferences are scheduled to provide opportunities for parents/guardians and teachers to discuss classroom procedures and activities and/or student progress. Parents/Guardians are encouraged to take advantage of opportunities to meet with teachers to discuss pupil progress. Student academic performance is available online to parents/guardians through Infinite Campus on the school district website.

## **Honor Roll**

The following criteria shall be used in determining eligibility for the honor rolls:

1. A Distinguished Honor Roll student will be a student whose average of all marks is 92 or higher and who has not attained a grade lower than 85 in any one subject.
2. A Regular Honor Roll student will be a student whose average of all grades is 87 or higher and who has not attained a grade lower than 80 in any one subject.

## **Honor Code**

It is the belief in the Pleasant Valley School District that the honest pursuit of academic excellence will lead to self-satisfaction, awareness, image and integrity. The belief in self-actualization through the learning process stems from the student responsibility to pursue knowledge. This honor code represents the belief that all students are capable of the honest pursuit of academic knowledge through research, homework, class work, testing, and all other methods used by the faculty to assist and assess student progress. Unfortunately, some students feel the pressure and need to circumvent the learning process by doing such things as communicating answers with another, the unauthorized use or acquisition of material, and/or using the work of others and submitting this work as their own. In this regard, learning has not taken place, and in fact, a serious deterioration of the learning environment, student assessment, and the student's own principles have been violated.

## **CODE OF STUDENT BEHAVIOR**

### **Code of Conduct**

To conduct himself/herself appropriately in school, the student must learn the basic discipline guidelines from both the school and the home. Discipline must be looked upon as important and necessary by the student, the parent(s)/guardian(s), and the school.

Unacceptable forms of student behavior can be organized into three categories:

**Level I.** Acts of misbehavior resolved by the classroom teacher and/or principal or designee.

**Level II.** Misbehaviors, which by their seriousness or frequency require disciplinary action by the principal or designee.

**Level III.** Misbehaviors which are extremely serious, highly disruptive and/or illegal or criminal in nature and are addressed by the principal or designee.

Final decisions regarding the type and/or pervasiveness/severity of the behavior and the disciplinary consequences to be applied are at the discretion of the administration. In all cases, disciplinary action and/or privilege denial may be accelerated for repeat offenders and/or due to the pervasiveness/severity of the offense(s).

The charts below list the types of infractions and consequences for the first 3 offenses of each infraction at each level of student misbehavior.

**Level I:**

<b>Infraction</b>	<b>First Offense Consequence</b>	<b>Second Offense Consequence</b>	<b>Third Offense Consequence</b>
901 Abuse of Hall Pass	Determined by administration (minimum 3 days hall restriction)		
001 Bus warning	Warning with school disciplinary action possible	Determined by seriousness and relation to other discipline infractions	Determined by seriousness and relation to other discipline infractions
812 Cut class - on school property	1 day ISS	2 days ISS	1 day OSS or 3 days ISS
300 Dishonest Behavior	Warning	1 lunch detention	1 day ISS
923 Disrespectful behavior to student(s)	1 detention to 1 day ISS	1-2 days ISS	3 days ISS
Dress Code Violation	#1 (902-A) warning - change of attire if possible	#2 (902-B)-assign 1 lunch detention, change of attire required	#3 (902-C) assign 2 lunch detentions - change of attire required, #4 (902-D) assign 3 lunch detentions - change of attire required #5 (902-E) assign 1 day of ISS detentions - change of attire required, if no change go to ISS immediately, parent contacted #6 (902-F) assign 2 days ISS - change of attire required, if no change go to ISS immediately, parent contacted

700 Horseplay	1 lunch detention	2 lunch detentions	3 lunch detentions or 1 day of ISS
ID Violation	#1 (903-A) Occurs at 3 <sup>rd</sup> warning= 1 lunch detention	#2 (903-B) occurs at 6 <sup>th</sup> warning= 2 lunch detentions	#3 (903-C) at 9 <sup>th</sup> occurrence 3 lunch detentions #4 (903-D) 12 <sup>th</sup> occurrence 4 lunch detentions #5 (903-E) 15 <sup>th</sup> occurrence 5 lunches #6 (903-F) 18 <sup>th</sup> occurrence 1 day of ISS
921 Lack of Cooperation	1 detention	Minimum of 2 detentions	Minimum of 1 day ISS
999 Misbehavior	1 detention	2 detentions	3 detentions
331 Misuse of Technology	Determined by seriousness - loss of technology privileges to school discipline based on seriousness		
404 Possession of look-a-like weapons (w/o intent)	Discipline determined by seriousness - 1 detention to 1 day OSS		
210 Public Display of Affection	Warning	1 days ISS	3 days ISS
Tardy to Class	#3 (961-A) 1 lunch detention	#6 (961-B) 2 lunch detentions	#9 (961-C) 3 lunch detentions #12 (961-D) 4 lunch detentions #15 (961-E) 1 day of ISS # 18+ 916-F 2 days of ISS
Tardy to School	#3 (966-A) 1 lunch detention	#6 (966-B) 2 lunch detentions	#9 (966-C) 3 lunch detentions #12 (966-D) 4 lunch detentions #15 (966-E) 1 day ISS
Use of Cell Phone	#1 (351-A) Warning	#2 (351-B) 1 day confiscation	#3 (351-C) 1 day of ISS and confiscation
903 Wearing False ID	Warning	1 lunch detention	1 day of ISS



**Level II:**

<b>Infraction</b>	<b>First Offense Consequence</b>	<b>Second Offense Consequence</b>	<b>Third Offense Consequence</b>
302 Cheating	Based on school's Honor Code (pg. 13): Students will receive a 0 for the assignment for giving or receiving answers + possible disciplinary action for repeat offenses. Parental contact will be made by the teacher.		
813 Cut class - left school property	1 days ISS	2 days ISS	1 day OSS
811 Cut School - all day	1 days ISS	2 days ISS	3 days ISS
801 Cut Office detention	1 day ISS + Make-up detention	2 days ISS + Make-up detention	1 day OSS
803 Cut ISS	Make-up ISS	1 day OSS + ISS	3 days OSS + Make-up ISS
751 Defiant Trespass	Discipline determined by seriousness - 1 to 10 days OSS + School Police		
601 Destruction of School property	Discipline determined by seriousness - 1 to 10 days OSS + damages		
924 Disrespectful behavior to staff	Discipline determined by seriousness - 1 lunch detention to 1 day ISS	Discipline determined by seriousness - 1 day ISS to 1 day OSS	Discipline determined by seriousness - 2 days ISS to 3 days OSS
911 Disruptive behavior	1 Lunch detention	Minimum of 2 lunch detentions to 2 days of ISS	2 days OSS + School Police
912 Disruptive behavior in ISS	2 days of ISS	1 OSS + poss. School Police	3 OSS + poss. School Police
304 Forgery	Based on School's Honor Code possible disciplinary action		
925 Foul Language	Discipline determined by seriousness - 1 day ISS to 10 days OSS + School Police		
201 Inappropriate Conduct	Discipline determined by seriousness - 1 day ISS to 10 days OSS + poss. School Police		

930 Insubordination / Failure to follow the district guidelines presented in the district's Health and Safety plan	Discipline determined by seriousness - 1 day ISS to 10 days OSS + School Police		
931 Insubordination to Teacher/Staff	Discipline determined by seriousness - 1 day ISS to 10 days OSS + School Police		
932 Insubordination to Administration	Discipline determined by seriousness - 1 day OSS to 10 days OSS + School Police		
933 Insubordination - after school event	Discipline determined by seriousness - 3 days ISS to 10 days OSS + School Police		
815 Left class unauthorized	3 lunch detentions	1 day of ISS	1 day OSS
816 Left School unauthorized	3 days ISS	1 day OSS	3 days OSS + Attendance Contract
103 Physical confrontation	Discipline determined by seriousness - 1 to 10 days OSS + School Police		
301 Plagiarism	Based on School's Honor Code (pg. 13): Student will receive a 0 for the assignment + possible disciplinary action for repeat offenses		
101 Play Fighting	1 day ISS	3 days ISS	1 day OSS
402 Possession of look-a-like weapons (with intent)	Discipline determined by seriousness -1 day ISS to 10 days OSS, possible expulsion, School Police		
306 Possession of stolen articles	Discipline determined by seriousness - 1 to 10 days OSS + poss. School Police		
531 Possession of	Discipline determined by seriousness - confiscation to 10 days OSS + School Police		

Medications			
941 Repeated violation of school rules	Discipline determined by seriousness - 1 to 10 days OSS + School Police		
817 Unprepared for ISS	Add day of ISS		
102 Verbal Confrontation	3 days ISS or 1 day OSS	2 days OSS	3 days OSS

**Level III:**

<b>Infraction</b>	<b>First Offense Consequence</b>	<b>Second Offense Consequence</b>	<b>Third Offense Consequence</b>
108 Aggravated Assault on Student	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
109 Aggravated Assault on School Employee	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
211 Aggravated Indecent Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
631 Arson	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
105 Assault on School Employee	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
104 Assault on Student	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
624 Bomb threat	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
111 Bullying	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
305 Burglary	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School		

	Police		
752 Criminal Trespass	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
112 Cyber Bullying	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
051 Cyber Harassment of a Child/Cyber Space Misconduct	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
703 Disorderly Conduct	Discipline determined by seriousness - 1 to 10 days OSS + School Police		
524 Distribution/Sale of a Cont. Subst.	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, D&A counseling, School Police		
512 Distribution/Sale of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, D&A counseling, School Police		
218 Ethnic Harassment	Discipline determined by seriousness - 3 to 10 days OSS, poss. School Police		
705 Failure to disperse upon order	Discipline determined by seriousness - 3 to 10 days OSS, School Police + DC Charges		
106 Fighting	Discipline determined by seriousness - 3 to 10 days OSS + School Police	5 to 10 days OSS, Possible Expulsion, School Police	5 to 10 days OSS, Possible Expulsion, School Police
202 Harassment	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
215 Harassment by Disability	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
216 Harassment by Sexual Orientation	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
217 Harassment by Religion	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
107 Homicide	State police, expulsion		
212 Indecent Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		

213 Indecent Exposure	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
208 Involuntary Sexual/Deviant Intercourse	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
311 Kidnapping	State Police, expulsion
113 Minor Altercation	Discipline determined by seriousness - 3 to 10 days OSS, School Police
204 Obscene of Other Sexual materials/performances	Discipline determined by seriousness - 1 to 10 days OSS + poss. School Police
214 Open Lewdness	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
511 Possession of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, D&A counseling, possible expulsion, School Police
416 Possession of BB/Pellet Gun	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
523 Possession of Controlled Substance	Discipline determined by seriousness - 3 to 10 days OSS, D&A counseling, possible expulsion, School Police
423 Possession of Cutting Tools	Discipline determined by seriousness - 1 to 10 days OSS + poss. School Police
522 Possession of Drug Paraphernalia	Discipline determined by seriousness - 3 to 10 days OSS, D&A counseling, possible expulsion, School Police
413 Possession of Explosives/Incendiaries	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
411 Possession of Firearm	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police
412 Possession of Fireworks	Discipline determined by seriousness - 1 to 10 days OSS, poss. Expulsion, poss. School Police
414 Possession of	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School

Handgun	Police		
403 Possession of Illegal Articles	Discipline determined by seriousness - 1 to 10 days OSS + poss. School Police		
422 Possession of knife (intent)	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
421 Possession of knife (w/o intent)	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
521 Possession of look-alike drug	Discipline determined by seriousness - 3 to 10 days OSS, poss. Expulsion, State Police		
402 Possession of look-a-like weapons (with intent)	Discipline determined by seriousness - 3 to 10 days OSS + poss. School Police		
431 Possession of other weapons	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
415 Possession of rifle	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
501 Possession of tobacco products or any type of vaping device (not including any illegal substance)	1 day OSS + magistrate	2 day OSS + magistrate	3 days OSS + magistrate
612 Pulling a fire alarm	Discipline determined by seriousness -3 to 10 days OSS, possible expulsion, State Police		
203 Racial/Ethnic Intimidation	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
207 Rape	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, State Police		
702 Reckless endangerment	Discipline determined by seriousness - 1 to 10 days OSS + School Police		

704 Rioting	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, State Police		
307 Robbery	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
205 Sexual Harassment	Discipline determined by seriousness - 3 to 10 days OSS, School Police		
206 Sexual Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
114 Stalking	Discipline determined by seriousness - 3 days OSS to 10 days OSS, School Police		
209 Statutory Sexual Assault	Discipline determined by seriousness - 3 to 10 days OSS, possible expulsion, School Police		
623 Terroristic threats	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
303 Theft (property)	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
622 Threat on School District Employee	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
621 Threat on a Student	Discipline determined by seriousness - 3 to 10 days OSS + School Police		
821 Truant	3 day Warning letter	SAIP meeting	Citation
115 Unlawful Restraint	Discipline determined by seriousness - 3 to 10 days OSS, poss. School Police		
513 Use/Under Influence of Alcohol	Discipline determined by seriousness - 3 to 10 days OSS, D&A counseling, possible expulsion, School Police		
525 Use/Under influence of a controlled substance	Discipline determined by seriousness - 3 to 10 days OSS, D&A counseling, possible expulsion, School Police		
502 Use of Tobacco Products or any type of vaping device (not including any illegal substance)	1 day OSS + magistrate	2 days OSS + magistrate	3 days OSS + magistrate
602 Vandalism	Discipline determined by seriousness - 3 to 10 days OSS + damages + School Police		

## **STUDENT DISCIPLINE**

Effective discipline serves two purposes. First, it prevents the recurrence of a particular misbehavior in a student. Second, it is a learning experience for the student, permitting him or her to see why certain rules have been made and why they must be followed.

### **Lunch Detention**

The administration or designee will be responsible for assigning detentions. Detentions will be held during the student's scheduled lunch period and can be scheduled for any day of the week.

### **In-School Suspension**

In-School Suspension (ISS) - Students given ISS shall report to home room and then proceed to the in-school suspension room (ISS room) upon arrival to school. Students will remain in the ISS room until the end of the school day. Any student assigned ISS will not be able to participate in an after school activity on that day.

### **Out of School Suspension**

Any student may be excluded from school if the severity and/or repetitive nature of the infraction/offense dictate that such action is warranted. Exclusion from school may take the form of suspension or expulsion.

a. Out of School Suspension is exclusion from school by a principal or designee for a period of one (1) to ten (10) consecutive days. A suspension exceeding three (3) school days may be imposed after an informal hearing, which the student and parents/guardians may attend.

b. Students on any type of suspension or expulsion may not attend or participate in any school-sponsored activity or be on school property, including school-sponsored conveyances, during the period of the suspension or expulsion. Students who receive any type of suspension or expulsion will be prohibited from school premises including school-sponsored conveyances and attending and/or participating in after-school activities during the duration of the suspension or expulsion, unless written permission has been obtained from the Superintendent or designee. It is the responsibility of students to obtain from their teachers any work missed due to suspension. A student who has been suspended will be allowed the same number of school days to complete class work, tests, examinations and other missed assignments, as the number of school days for which he/she was under suspension.

### **Expulsion**

Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days, and may include permanent expulsion from the school rolls. Such action results only from Board of Education action preceded by a recommendation from the Principal to the Superintendent of Schools. The student is given a due process hearing in front of the Board of Education in accordance with Sections 12.6 and 12.8 of the PA School Code. Students who are expelled are prohibited from being on school premises, including school conveyances, and from participating and/or attending school-sponsored activities unless having received written permission from the principal or designee.

### **Searches (Board Policy 218.1, 218.3, 226)**

Pursuant to Board Policy No. 226, the school district personnel may lawfully search students or their belongings including but not limited to lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant if there is **reasonable suspicion** that there is a threat to the health, safety or welfare of the student or the school population. This policy applies whenever students and/or their belongings are in school, on school property, attending school-sponsored functions (including extracurricular or co-curricular activities on or off school premises), on school-sponsored transportation, or otherwise under school supervision. Additionally, the school district may lawfully conduct **reasonable suspicion less searches** in certain circumstances where there is a threat to the health, safety or welfare of the school population. The reasonableness of the search shall be determined by balancing the nature of the students' privacy interest; the character of the search to be conducted; the nature and immediacy of the suspected threat to the health, safety or welfare of the student population; and the efficacy of the search for addressing the suspected threat. Examples of threats to the health, safety or welfare of a student or the school population include, but are not limited to, the following: reasonable suspicion that a student is in possession of a weapon, drugs or drug paraphernalia; reasonable suspicion that a student is in possession of stolen property; reasonable suspicion that a student is in possession of pornographic or other inappropriate material; reasonable



suspicion that a student has been “sexting” photographs of himself/herself or others with his/her cell phone and/or other electronic device and/or is using his/her cell phone and/or other electronic device to bully another student and/or to send threatening messages. The results of searches may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

The student generally will be notified and given an opportunity to be present during any search, unless there are exigent circumstances or it is impractical to do so. Parents/Guardians will be notified as soon as is practicable. Lockers, desks and other facilities made available to students are school district property and are subject to search. See also the section entitled “Hall Lockers”. In addition, the school district will employ the use of metal detectors to help preserve the health, safety or welfare of the school population. The school district will also cooperate with law enforcement and may, from time to time, partner with law enforcement to bring a canine on the premises to search for drugs or other illegal contraband.

**Metal Detection/Video Surveillance (Board Policy 218.1, 218.3, and 226.1)**

In order to provide and maintain a safe environment for students, staff, and community members, metal detection equipment may be utilized for comprehensive and/or random searches in school, at school programs, and/or at school activities on or off school premises. In the event an individual refuses to cooperate with scanning procedures, appropriate disciplinary action will be taken, to include denial of access to or participation in a school-sponsored event or activity. Video surveillance may occur on any school property or transportation vehicle at any time.

**Reasonable Force (Board Policy 218)**

As per the PA School Code and Board policy, reasonable force may be used by school staff and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

**DISCIPLINE INFRACTIONS**

**Acceptable Use of School District Computers and Related Technology (Board Policy 815)**

Students are expected to exercise responsible behavior and to abide by school policies when using computers, networks, and internet/telecommunication systems. Demonstrating unacceptable behavior in using this equipment is a serious offence. Proper disciplinary action will be taken.

**Use of Communication Devices, Cellular Telephones and Other Devices (School Board Policy No. 237)**

Student use of communication devices is prohibited from the time the student enters the school facility until the time the student exits the school facility and, while in the school facility, such devices shall be turned off or made inoperable and out of sight. Exceptions to this rule can be made only upon the approval of the building principal or designee. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or audio and/or video recording. In all cases, all ringers or audible devices must be turned off or disabled and out of sight. Should students have any questions regarding the appropriateness of use, they shall first seek guidance/permission from a staff member prior to any such use.

To assist in understanding the consequences for failure to abide by this policy, the following table is provided.

Cell Phone Use - First Offense (includes going off if out of sight)	Phone confiscated until the end of the school day. The student shall receive a formal warning.
Cell Phone Use – Second Offense (includes going off if out of sight)	Phone confiscated until the end of the school day + 1 lunch detention.
Cell Phone Use – Third Offense (includes going off if out of sight)	Phone confiscated until the end of the school day + 1 day of ISS. Parents will have to come to pick up the student’s phone.

**NOTE: Use of a cell phone to send and/or display such things as, but not limited to, answers on assessments or embarrassing pictures or text may result in disciplinary consequences beyond those listed above and in accordance with the school's code of conduct and school district policy, and may result in referral to law enforcement.**

### **Use of Certain Hand-held Electronic Devices**

The school district allows students to be in possession of certain hand-held electronic devices while on school property and/or school-sponsored transportation. The use of such devices, which include iPads and cell phones, is prohibited while in the school facility during school hours and/or when participating in a school-sponsored event, unless otherwise approved by the building principal or his/her designee. Students may receive disciplinary consequences including, but not limited to, confiscation of a device if an unapproved personal hand-held electronic device is seen or heard, since such devices are to be turned off or made inoperable – even if the device is stored in a backpack, locker or other out-of-sight location – and must remain out of sight. For students participating in afterschool activities, permission to use a hand-held electronic device in order to perform school-related functions, text message, privately play music (i.e., with earphones) or for other similar inaudible purposes may be granted. No other use of such a device will be permitted, including the taking of photographs and/or for audio and/or video recording. In all such cases, any audible signals must be turned off or disabled. Should students have any questions regarding the appropriateness of a device and/or its use, they shall first seek guidance/permission from the building principal or designee prior to possessing and/or using any such device.

**NOTE: These rules apply to all students in all school settings, including school facilities, school property, at school-sponsored events, on school-sponsored transportation vehicles and conveyances and/or other such venues. Students who attend MCTI or an alternative education facility are also required to adhere to any additional rules and regulations imposed by those facilities with regard to student possession of articles.**

### **Bullying/Cyberbullying (Board Policy 249)**

Pleasant Valley School District provides an orderly educational environment that is free from harassment and/or bullying and conducive to the mission of our school district. We strive to provide each and every student with the best opportunity to receive the education to which he or she is entitled under state and federal law.

Bullying is a pattern of abuse over time and involves the student being picked on. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation. A situation of bullying creates a balance of power in a relationship.

A student should report bullying to the school principal or other school employee. The school principal or designee shall immediately complete a confidential investigation of the alleged bullying behavior, which should include interviewing the alleged bully and potential victim. Once a student has been identified as possibly committing a bullying infraction, he or she will be issued a cease and desist waiver that they and their parents must sign. All students proven guilty of bullying will be subjected to a disciplinary action of up to 10 days of out of school suspension, a school police citation or even possible expulsion.

### **Chronic Disciplinary Issues**

Students who are chronic violators of school policies, rules and/or regulations may, as is deemed appropriate by administration and once due process has been afforded, be placed in an alternative education program at an off-site facility or face expulsion.

### **Destruction of Property (Board Policy 218)**

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be suspended from school for a period of up to ten (10) days and may be recommended for expulsion. The student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

### **Drug/Alcohol/Drug Paraphernalia Policy (Board Policy 227)**

Pleasant Valley School District has a drug and alcohol policy that covers how we deal with possession, concealing, the use of drugs and alcohol and look-alike drugs and drug paraphernalia in our schools. The purpose of this policy is to protect students from exposure to drugs, alcohol, and look-alike drugs and drug paraphernalia. In addition, this policy is in place to discourage and inhibit the possession, exchange or use of these substances.

### **False Fire Alarms**

Students who turn in or make false fire alarms may be suspended for a period of up to ten (10) days, referred to proper authorities, and may be recommended to the School Board for expulsion. A second offense will mean suspension for ten (10) days, referral to proper authorities, and possible referral to the Board for expulsion.

### **Fighting (Board Policy 218)**

Students should make the effort to avoid fighting. Instead, students should seek help from staff members of the school. Any student who engaged in fighting may be suspended from school. In cases when it is possible to determine the identity of the aggressor, a more severe penalty may be issued to that student. Verbal harassment is not an excuse to initiate physical contact. Both students may be suspended or more severe consequences could occur for fighting.

### **Gang Awareness (Board Policy 218.4)**

The Board recognizes that a school campus is a place that requires appropriate rules and regulations to ensure a safe and healthy environment which is conducive to learning for all students. All persons shall be aware and knowledgeable of the type of conduct and expectations upon which this school district operates. Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students while under school authority is strictly prohibited. Under authority in the School Code, the Board will impose corrective action ranging from short-term suspension to long-term suspension and the student could be recommended to the School Board for expulsion.

### **Hazing (Board Policy 247)**

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

### **Leaving the School Building/Premises Without Permission**

No student, for illness or any other reason is permitted to leave the school building/premises/conveyances without proper authorization from administration/school personnel. Violators may be suspended and driving privileges (at the secondary level) may be suspended temporarily or permanently.

**NOTE: Students who leave school premises, including conveyances, without proper authorization and then return are subject to search.**

### **Possession/Use of Tobacco (Board Policy 222)**

Possession or use of tobacco products on school property or at school-sponsored events is prohibited. Students are not permitted to carry smoking materials, lighters, matches, chewing tobacco or other tobacco products, as well as look-alike items/devices (including, but not limited to, electronic cigarettes) on their person and/or store in their lockers or their belongings while on school property, on school-sponsored modes of transportation, or at school-sponsored events whether on or off school district property. This includes all school buses and school vehicles, whether owned or contracted by the school district. In addition to the penalties as defined in the student discipline policy, a citation will be filed through the local magistrate's office requesting payment of a fine for the following: Students who are in violation of Board Policy No. 222. Tobacco Use. If a person or more than one person is in any area, restroom or toilet cubicle, and smoke is visible in sufficient quantity to indicate smoking is or has taken place, all individuals in the area may be considered in violation of policy.

"Lookouts" or those warning or aiding tobacco users may suffer the same or similar disciplinary consequences.

### **Terroristic Threats/Acts (Board Policy 218.2)**

Students are prohibited from communicating threats or committing violent or terroristic acts. Such threats and/or acts will result in suspension from school, notification of law enforcement, and possible expulsion from school.

### **Theft**

The policy on theft is designed not only to warn or deter, but also to punish those responsible for theft, however small. This rule is applied to the fullest extent possible. If the stolen article cannot be recovered or is damaged, the student responsible for the theft is responsible for restitution. When in the food line of the cafeteria, all items must be on the tray or readily visible for purchase. Items placed in pockets, carrying bags/packs, or other concealed areas will be considered an attempt at theft and the student disciplined accordingly.

### **Threatening Behavior**

Threatening behavior against anyone is taken very seriously by the school district. If the school district believes that a child has made a credible threat to harm himself/herself, or someone else, the parents/guardians will be contacted as soon as possible. In some instances, the school district may require that the parents/guardians complete a Waiver Form. Please note that part of the process for completing the waiver requires a signed statement from a psychiatrist or psychologist stating that the child is not a threat to himself/herself or to others. A school counselor can provide the name(s) and telephone number(s) of health professionals who can evaluate the situation. The student may not be permitted to attend school until the appropriate paperwork is completed.

### **Unlawful Harassment (Board Policy 248)**

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

### **Vandalism**

Vandalism causing damage or defacement to any type of educational property and/or facility, grounds surrounding such facilities, school-sponsored and/or operated property, and/or personal property located within such facilities, is a criminal offense. These offenses will be referred to the proper authorities and result in discipline of the student, which could include expulsion.

### **Weapons (Board Policy 218.1)**

The policy of the Pleasant Valley School District is that all students will attend schools that are safe, secure, and free from the possession of weapons in the school environment. Possession of weapons is a threat to the safety of students and staff and is prohibited by law.

Pleasant Valley School District prohibits the possession of weapons and replicas in any school district building, on school property, at any school-sponsored activity or event, and on school transportation.

If weapons are found in our schools, the school district will take all appropriate steps to remove the weapons and carry out the relevant provisions of the school district policy.

### **Prohibited Articles (Board Policy 227, 218.1)**

Students are not to bring to school or possess while in school any article or equipment that interferes with the learning process or that is hazardous to the safety of themselves or others. This includes, but is not limited to, radios, laser pens/pointers, walkie-talkies and similar devices, vapes, lighters, matches, skateboards, pins, chains, safety pins, some types of scissors, glass bottles, beepers, pagers, cameras, video cameras, trading cards, playing cards, ear phones (buds), collectibles, skateboards, bikes, roller blades, yo-yos, etc. In addition, students are not to bring or possess perfume, body sprays, hair sprays, etc. as these items can be considered harmful. Aerosol containers of any kind must not be brought into the school. Backpacks, book bags and/or oversized purses/pocketbooks must be stored in the

student’s locker and are otherwise prohibited from being in the student’s possession. The school is not responsible for any such items should they be lost, stolen or damaged. Violation of this rule may result in a warning or a reprimand; however, severe infractions and/or further/repeated violations can lead to more serious disciplinary action, including suspension and/or possible expulsion. Misuse of some items (e.g., pins, safety pins, etc.) could be considered a violation of the school district’s weapons policy.

**NOTE: Some articles that have been confiscated must be retrieved by the parent/guardian at the end of the school year, but not later than June 30<sup>th</sup>. Articles not retrieved by June 30<sup>th</sup> will be discarded. Other articles (e.g., lighters, matches and such) will be discarded by a school administrator at the appropriate time and will not be available for retrieval.**

Students are not to bring to school or possess in school any illegal substances; drugs, alcohol and/or tobacco of any kind; offensive reading material; matches; lighters; controlled substances or look-alike controlled substances; weapons, including, but not limited to, knives, guns, ammunition, or tool, nunchaku, sling shots, chains, some types of scissors, or any other tool, instrument or implement capable of inflicting serious bodily injury, or imitation weapons (e.g., replica guns or knives, water guns, etc.); mace, pepper spray; or any other item deemed inappropriate and/or a threat to the health, safety and/or welfare of the school population and/or facility. Violation of this rule will result in suspension, possible expulsion, and possible legal intervention by the authorities.

## STUDENT ACTIVITIES

### Interscholastic Athletic and Co-Curricular Program

The Pleasant Valley School District Athletics and Activities Handbook is available online. The handbook contains all-important Athletic and Activities general information for parents/guardians and community members. All student-participants are required to abide by all policies, guidelines, regulations and rules established by the school district, the coach/director/advisor, and appropriate governing bodies (e.g., PIAA, District XI, etc.). A copy of all such policies, guidelines, regulations and rules can be obtained from the Office of Athletics and Activities.

The middle school offers a wide range of co-curricular activities available to all students. Some activities carry with them specific entrance requirements. In some instances, the specific activities are supplemental to the academic program. Students should contact group advisors/coaches for further information. See list below:

Art Club – Middle School
Band – Middle School
Baseball – Varsity/JV
Boys’ Basketball – Varsity/JV/Freshman/Middle School
Boys’ Soccer – Varsity/JV/Middle School
Cheerleading – Varsity/JV/Middle School
Chess Club – Middle School
Chorus Ensemble – Middle School
Computer Club – Middle School
Cross Country – Varsity/Middle School
Diversity Club – High School
Ecology Club – Middle School
Field Hockey - Varsity /JV/Middle School
Football –Varsity/JV/Freshman/Middle School
Girls’ Basketball – Varsity/JV/Freshman/Middle School
Girls’ Soccer – Middle School
Girls’ Tennis – Varsity/JV
Golf – Varsity

Homework Club
Jazz Band – Middle School
Middle School Drama
Middle School Musical
National Junior Honor Society
Softball – Varsity/JV/Middle School
Track – Varsity/Middle School
Volleyball – Varsity/JV/Middle
Woodwind Ensemble – Middle School
Wrestling – Varsity/JV/Middle School

**National Junior Honor Society**

Membership in the National Junior Honor Society is both an honor and a responsibility. Students elected to membership must demonstrate the highest qualities of scholarship, leadership, service, and character.

The Arthur A. Smith Chapter of the National Junior Honor Society was founded for the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, developing character, and encouraging citizenship.

To be eligible for membership in the society, a student must meet certain criteria during his/her seventh grade year. He or she must have a cumulative average of at least 94% (with double weights for the five major subjects), and may not have any individual grade, which is below an 85% during EACH of the four marking periods. A student must also demonstrate the qualities of service, leadership, character, and citizenship and receive teacher recommendations. Students who meet these standards will be inducted into the National Junior Honor Society in their eighth grade year.

Once a student has been inducted into the National Junior Honor Society, his/her grades will be evaluated each marking period. Members are expected to maintain a cumulative average of at least 92%. Infractions of any National Junior Honor Society standards may result in probation and/or dismissal.

**NOTE: In accordance with the National Junior Honor Society Constitution, cumulative averages and individual grades are not rounded up.**

**Dances**

If dances are held at the Pleasant Valley Middle School, there are certain rules and regulations that must be followed and are listed below:

- o A dance sponsored by any group of students must have at least 10 (10) chaperones and must organize at least four (4) weeks prior to the dance. The appropriate use of facilities forms shall be completed as per Board Policy No. 707.
- o Dances will be held in the cafeteria or gym. Formal approval must be given by the administration.
- o All middle school dances are closed to anyone other than students of those grades attending the Pleasant Valley Middle School for which the dance is advertised.
- o To avoid any confusion, students will be required to provide their Pleasant Valley School District student ID card upon entering the dance. If a child has lost his/her ID card, he/she should see the teacher sponsor of the dance 24-hours before the dance.
- o Students must remain in the dance area and not wander about the building; nor may they leave the building once they have entered except to leave the premises with their parents/guardians. Failure to abide by this rule can result in loss of dance privileges.
- o All contracts with bands or disc jockeys must be approved as per Board Policy No. 627.
- o The sponsors will see to it that the organization holding the dance cleans the complete area prior to leaving the building.
- o Dances will not be scheduled during the weeknights when school will be in session on the following day.

- o Students should make transportation arrangements with their parents prior to the dance. Use of the phone will be available in case of emergencies, as students must make transportation arrangements prior to attending the dance. Students who fail to make proper arrangements for parental pick-up will lose dance privileges.
- o Students who are reported for misconduct will face suspension from attendance at one or more subsequent dances.
- o Any student, who has been suspended on the day of the dance or serving an ISS, may not attend the dance.
- o Administration reserves the right to prohibit students from participation in cases where student behavior, whether severe, chronic, or otherwise disruptive or potentially disruptive and/or dangerous, would be deemed to warrant such action.

## **STUDENT SERVICES**

### **Student Assistance Program**

Student Help and Referral (S.H.A.RE.)

S.H.A.RE. provides aid for students who are having school problems due to home issues, relationship issues, controlled substance/drug abuse, alcohol use, depression, and other mental health issues. Students, teachers, parents, administrators, and support staff can make referrals. Referrals are kept confidential and are given to the S.H.A.RE. Team. The S.H.A.RE. Team gathers information on the student who asks for help or is referred by friends or adults. School-based information is collected on attendance, discipline, health services reports, academic performance and feedback from teachers. After the data is gathered, the team will attempt to match the student who needs help with any one of several county agencies or may simply make guidance aware of the student's needs. Other intervention alternatives can include support groups or individual counseling. Parent(s)/Guardian(s) may make a referral by calling the PV Middle School at (570) 402-1000, ext. 2011.

### **Library Services**

The Pleasant Valley Middle School Library provides access to a rich collection of reading and reference materials through traditional books, eBooks, periodicals, audio-visual materials, and electronic resources to support the curriculum. Through the library's extensive website, a variety of online subscription services provide current, authoritative, and comprehensive information. Passwords are available for remote access. Using the online catalog, students can login with their PV user name and password to view all library transactions and obligations.

The library maintains an academic setting. Through integrated collaborative instruction, its purpose is to support and enrich the academic program of the school. All of the general school rules stated in the student handbook apply in the library. A *Library Handbook*, containing library services, policies, and MLA research guidelines is available in PDF format on the library's website. Print copies are available in each library.

## **STUDENT HEALTH**

### **State Mandated Reporting Requirements**

All school district employees are required under state law to report any suspected incidents of child abuse and/or neglect.

### **Health Services**

The school health services team consists of the certified school nurse, health room technician, school physician and school dentist. The team works together with a primary focus of helping all students to stay as healthy as possible. However, we could never do as much as the student and his/her family can. Health habits such as eating nutritious food, getting adequate rest and exercise daily, plus practicing good hygiene such as frequent hand washing to decrease the risk of transmitting illness such as colds, will go a long way towards staying healthy.

## **What Happens in the Health Room**

1. Students need to obtain permission from school staff to go to the health room except in an emergency.
2. Upon entering the health room, all students with illnesses, injuries, or medication needs will be assessed and care given based on the priority of their complaint. Medical emergencies will take priority.
3. After evaluation by the nurse, the following will occur.
  - a. The problem will be treated and the student will return to class.
  - b. The student will rest and return to class if condition improves.
  - c. Parent(s)/guardian(s) will be contacted by the nurse about the illness or injury and a decision will be made if the student will return to class or go home. In the event that the illness or injury requires medical care, it is the responsibility of the parent(s)/guardian(s) to arrange for further care.
  - d. The student may have an infection or condition which is contagious (e.g. , pinkeye, scabies, ringworm, chicken pox, impetigo, or head lice). If this happens, the student will be sent home and a physician's note may be required for the student to return to school. If a physician's note is not required, the nurse may require the parent/guardian to bring the student to school for the school nurse to check prior to returning to school. The nurse will inform the parent(s)/guardian(s) of the specific requirement for return to school.
4. Injuries that happen at home should be taken care of at home. If the student is seen in the health room for home injuries, the nurse will provide care based upon the complaint.

## **Emergency Procedures**

Parents/Guardians will be notified immediately in the event of an emergency. However, sick or injured children will not be sent home on the school bus. If parents/guardians cannot be reached, an emergency contact person designated by the parent/guardian will be contacted.

It is very important that your child's emergency contact information is up-to-date and accurate. If you need to change your child's emergency contact information this may be done on the Infinite Campus by going to [www.pvbears.org](http://www.pvbears.org) or by contacting the main office of your child's school. Parents/Guardians must go to the registration office (located in the Polk Building) to add or remove emergency contacts. School offices are not permitted to change contact information other than phone numbers and emergency contacts.

## **State-Mandated Screening Tests**

1. Height, weight, and vision screenings are done on a yearly basis.
2. Hearing screenings are completed in grades K-3, 7th and 11th. Hearing screenings are completed for all new and transfer students at the elementary level.
3. Physical examinations are required by the Pennsylvania School Health Act for all original entry (K,1) , 6th, and 11th grade students and transfer students who do not have documentation of a completed physical examination. Student-athletes as per PIAA regulations are also required to have a health care provider complete an examination form. Parents/guardians have the opportunity to have these examinations completed by their private physician or by the school physician.
4. Dental examinations are required by the Pennsylvania School Health Act for all original entry (K, 1), 3rd, and 7th grade students and transfer students who do not have documentation of a completed dental examination. Parents/Guardians have the opportunity to have these examinations completed by their private dentist or by the school dentist.

## **Severe Allergies**

The school district recognizes that some students will have severe allergies and that, in order to maintain a safe school environment for students, the school district depends upon the coordination of parents/guardians, health professionals, students, and staff to minimize contact with the allergen and prepare a plan of action in the event the child is exposed to the allergen.

It is the responsibility of the parent/guardian to notify the child's building nurse of the severe allergy. The



parent/guardian must submit to the school district a medical statement form (No. 113.4-AR: Medical Statement for Students with a Severe Allergy) confirming the severe allergy and signed by a certified physician, physician assistant, or nurse practitioner.

For a child with a severe food allergy, parents/guardians shall maintain a supply of safe snacks at the school and/or with the child for appropriate use in school. A list of safe snacks is available upon request.

Although the school district shall provide the necessary accommodations and services to enable a student with severe allergies to attend school safely, the school district is not required to provide medication or personal devices – that is the responsibility of the parents/guardians or others.

When parents/guardians have information that the child’s medical condition has changed and that the change may indicate new and/or revised accommodations necessary to safeguard the child, parents/guardians shall provide such information to the school. For more information, see Board Policy No. 113.4 and accompanying regulations.

Dangerous allergies can be triggered by certain types of food or other substances. If a child with such an allergy eats or even touches certain food items or foods processed in a facility with these products, the child may have a life-threatening reaction. Other substances, such as perfumes, can produce similar reactions. Therefore, in classrooms where a child has a severe allergy, we are putting in place these steps to help limit an affected student’s exposure to these risky foods or other substances:

- A food or other substance that has been identified as being an allergen to a specific student may not be brought into any classroom to where the child is assigned, whether he/she is in the classroom or not.
- If an allergen is brought into the classroom by a student and it is discovered by the teacher, arrangements will be made to ensure that the child is not exposed to the allergen.

We know that these steps may be inconvenient, but we trust that you understand how serious this issue is. We all want students at Pleasant Valley School District to be safe.

### **Medication Policy**

Whenever possible, parent(s)/guardian(s) are requested to administer medication at home. Every effort should be made by the parent(s)/guardian(s) and their physician or certified nurse practitioner to schedule the administering of medication, when viable, at times during which the student is not in school, thus eliminating disruption to the student’s school day and maximizing his/her participation in the learning process.

No medication will be dispensed by any school district personnel unless the parent/guardian provides the certified school nurse or health room technician with the proper authorization and medication as stated in School Board Policy No. 210. Please see the policy in its entirety for complete information.

- Students requiring medication during school hours must have authorization from their physician on file in the nurse’s office and the authorization must include the following:
  - Date
  - Full name of student
  - Name of medication
  - Prescribed dosage
  - Time schedule for administration
  - Length of time (duration) to be given
  - Diagnosis
  - Possible side effects
  - Additional medication currently prescribed
  - Special conditions

- Signature of physician and address and telephone number (including fax number, if possible).
- Orders signed by a certified registered nurse practitioner (C.R.N.P.) must include an official office stamp or be submitted on official office letterhead that includes the name and address of the physician.
- Signature of parent(s)/guardian(s)

Medication must be in the original container from the pharmacy/doctor. The container must be clearly labeled with the full name of the student and the medication name/dosage.

To ensure the safety of all students, all medication – except EpiPens, Twinject, asthma inhalers, “pump”-administered medications such as insulin – and supplies needed for administration of medication that include any item that is classified as a “sharp” (e.g. syringes with needles, lancets, etc.) must be brought to school by a parent/guardian and given directly to the school nurse or health room technician. All medication to be taken during school hours must have the accompanying Authorization for Medication during School Hours (No. 210-AR) form on file in the nurse’s office.

Students may transport emergency medications to and from school (asthma inhalers, Epi-Pens, Twinject, “pump”-administered medications such as insulin) once proper authorization is on file in the nurse’s office. In cases where the parent/guardian requests that their child be permitted to carry/self-administer medication as per the order of the physician, the medication must be in a properly labeled pharmacy container with the student’s name and the parent/guardian must accept the legal responsibility should the medication be lost, given to or taken by a person other than their child. The parent/guardian must also acknowledge that the school district has no legal responsibility to ensure that the medication is taken or when the above-named student administers his/her own medication and bears no responsibility for the benefits or consequences of the administration of the medication. The medication for self-administration by the student must be labeled with the student’s name and signed and dated by the certified school nurse or health room technician that the student has authorization to carry and self-administer. The student will be responsible for keeping the medication in a secure location.

Students in possession of over-the-counter, prescription or other types of drugs which have not been registered with the certified school nurse or health room technician will be considered to be in violation of the school district’s drug and alcohol policy and will be subject to disciplinary action.

Parent(s)/Guardian(s) must pick up any unused medication by the last day of the school year. Any unused medication that is not picked up by this time will be discarded.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.” Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

### **Immunization Requirements**

Under the regulations of the Pennsylvania Department of Health, children in all grades (K-12) in 2017/2018 will be required to provide proof of having received the following immunizations or immunity prior to being admitted to school:

4 doses of tetanus, diphtheria and acellular pertussis\* (1 dose administered no greater than 4 days prior to the fourth birthday)

4 doses polio vaccine (4th dose on or after 4th birthday and at least 6 months after previous dose given)

2 doses of measles, mumps, rubella\*\*(1st dose given on or no greater than 4 days prior to the first birthday)

3 doses of hepatitis B vaccine (There must be at least 24 calendar days between dose

1 & 2, 2 months between dose 2 & 3 and a minimum of 4 months between dose 1 & 3, dose 3 must be given at age

24 weeks or greater.)

2 doses of varicella vaccine\*\*\* (1st dose given on or no greater than 4 days prior to the first birthday) or chickenpox immunity proven by laboratory testing or a written statement of history of chickenpox disease from a physician. The second varicella must be at least 29 days after the first one.

\*Usually given as DTaP, DTP or DT or Td.

\*\*Usually given as MMR.

\*\*\*There must be 28 days between the MMR and VV if they are not given on the same day.

***7th through 12th Grade ADDITIONAL immunization requirements for attendance:***

2 doses of meningococcal conjugate vaccine (MCV)

First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.

If the dose was given at 16 years age or older, only one dose is required.

1 dose of tetanus, diphtheria, acellular pertussis (Tdap).

Students must have the Tdap and first MCV to be able to enter 7<sup>th</sup> grade.

**Exclusion From School**

In accordance with the above regulation, since you have provided evidence of at least one dose of each vaccine, your child may attend school provisionally after “A plan for completion of the required doses” has been provided. Your child must comply with current immunization law which requires completion of required immunizations or provide a medical certificate completed by a physician, certified registered nurse practitioner, physician assistant or local health department. Any student who does not complete the required immunizations will be excluded from school until the requirement is met.

**Medical Exemptions**

Children need not be immunized if the family physician (M.D or D.O.) provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child will have to comply with the above immunization requirements.

**Religious Exemptions**

Children need not be immunized if the parent/guardian or emancipated child objects in writing to the immunizations on religious grounds, or on the basis of strong moral or ethical conviction similar to a religious belief. The statement must be written on the back of the child’s “Certificate of Immunization” located in the school nurse’s office.

**GENERAL INFORMATION**

**Assemblies**

Assemblies provide opportunities for learning, entertainment, guidance instruction, and an opportunity to develop poise and confidence through participation in programs. Students and teachers are assigned seats in assembly. All must enter in a quiet and orderly manner and keep conversation to a minimum. Immediate attention must be given to the person(s) in charge and/or performing. Upon being called to an assembly program, students shall proceed to the auditorium/gymnasium directly without stopping at their lockers or the lavatory. Upon entering the auditorium/gymnasium, the students should proceed to the front and fill each row completely. Students will be assisted by faculty monitors, who will ensure that all seats in each row are occupied. All other procedures must be authorized by the principal and/or designee.

**Distribution of Literature, Leaflets and Newspapers (Board Policy 220, 218)**

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school

property or at school-sponsored events; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Any printed material or expressive paraphernalia that students wish to distribute in schools must first be submitted to the principal of the school along with a plan of distribution.

### **Bulletin Boards / Student Posting Areas**

All material to be posted on the Student Bulletin Board/Posting Area must have attached the name of the student or student group sponsoring the material. The name of at least one person who can be contacted immediately, must be included. Any school-sponsored or school-related student group wishing to post any material must submit such material to its faculty advisor, who shall approve of its contents and facilitate its submission to the building principal or designee at least one (1) day prior to the requested date of posting. Identification of at least one (1) responsible person in such a student group will be required upon submission for approval. If the principal or designee, after reviewing such material, believes it contains prohibited matter, s/he shall notify the student group of such.

### **Fire Drill/Emergency Drills**

#### Fire Drill Plan

1. Regulations covering fire drills have been posted in all classrooms. Students should be aware of these instructions.
2. All doors and windows are closed when the room is vacated.
3. There shall be no talking during the drill.

During a fire drill, there must be quiet and order. The objective of the drill is to see how quickly, orderly, completely and efficiently the building can be evacuated. Teachers and students should at all times be alert for exits, which have been blocked due to circumstances of the drill (practice) or construction issues. In such an event, another prescribed exit for a group should be selected. Other emergency preparedness drills will be conducted throughout the school year.

### **Flag Salute and Pledge of Allegiance (Board Policy 807)**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

### **Military Access (Board Policy 250)**

According to statute, military recruiters have access to students and to their names, addresses, and telephone numbers (if published). If you do not wish military recruiters to access your child's information, please indicate in writing by completing the Parent Notification Form and returning to the school by the due date.

### **Lockers (Board Policy 226)**

School lockers will be provided in which to store coats, books and other school-related materials. All lockers are the property of the Pleasant Valley School District and students shall have no expectation of privacy concerning their lockers. Lockers may be inspected at any time by school officials. Illegal material will be confiscated. Students are not to share a locker unless assigned by the office. Lockers are only provided for student use. Students are to keep their assigned lockers closed and locked against incursion by other students. The school accepts no responsibility if students give locker combinations to other students. No student may use a locker as a depository for a substance or object which is prohibited by law or school district regulations or policies, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The school assumes no responsibility for locker contents. All hall lockers have combinations and students are required to keep their combination a secret. Therefore, anything stolen from these lockers is the responsibility of the student and not of the school. Students with lockers in need of repair must fill out a locker repair request form in the office. The Board reserves the right to authorize its employees to inspect the student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that is deemed to pose a hazard to the safety and good order of the schools. Signs are posted in locker areas to inform students of rules regarding locker privacy and searches.

Gym lockers are available for all students to use during their assigned gym classes. In cases where the locker has no built-in combination lock, students are responsible for providing locks to secure lockers during their gym class, as well as the removal of these locks at the conclusion of their daily Physical Education classes. All students will be provided with a gym locker in which to keep their belongings. Students are to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or school district regulations, or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. All lockers are to be kept locked. Stolen property is, therefore, not the responsibility of the school but that of the student. The Board reserves a right to authorize its employees to inspect the student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools.

### **Student Accident Insurance (Board Policy 211)**

The Board provides parents/guardians the opportunity to purchase insurance coverage for injury resulting from accidents sustained by students in school for activities other than interscholastic sports. This optional, voluntary K-12 accident insurance plan is designed to help supplement any current insurance you have by satisfying deductibles or coinsurance requirements or limiting the possible financial impacts of an injury if your child has no other insurance. This insurance applies the Usual, Customary, and Reasonable (UCR) coverage. Brochures for the purchase of this insurance can be downloaded from the Pleasant Valley School District website at [www.pvbears.org/Parents/Student Accident Insurance](http://www.pvbears.org/Parents/Student Accident Insurance). There are options for School Time Coverage or 24 hour coverage. The brochure includes the enrollment information, costs, and instructions for payment. You will deal directly with A-G Administrators when purchasing this insurance. Details are provided in the Brochure.