

Student-Parent Handbook

**Pleasant Valley Elementary School
2020 – 2021 School Year**



**Pleasant Valley School District
Brodheadsville, PA 18322**

Excellence in Education: A Community Commitment

Table of Contents

District Contact Information	5
General Information	6
COVID-19 Procedures/Plans	6
School Admission	6
Registration of Students	6
District Calendar	6
Covid-19 School Hours	6
Six Day Cycle	7
Flexible Instructional Days (F.I.D.)	7
“No School for Students” Days	7
Unscheduled School Closings/Early Dismissal/Delayed School Opening	7
Cafeteria Program	8
Gift Buying	8
Lost and Found	8
School Pictures	8
School Bus Transportation	8
Arrival and Dismissal Procedures for Parent Pick-Up and Parent Drop-Off	9
Detailed Pick-up Instructions:	9
Use of Electronic Equipment	10
Student Attendance and Absences	10
Educational Trips	11
Tardiness	11
Sign in/Sign out Sheet	11
Standardized Dress Code	12
Quick Reference Guide for Student Dress	12
Positive Behavior/Code of Conduct	14
School Wide Positive Behavior Support	14
PVE PAWS (Grades K-3)	14

Elementary Student Code of Conduct	14
Safety and Security	20
Emergency Procedures	20
Custody	21
McKinney-Vento Homeless Education Program	21
Student Records	21
Volunteers	22
Volunteers (Board Policy 916)	22
Academic Instruction	23
Reading / Language Arts	23
Science	23
Social Studies	24
Special Areas	24
Online Resources	24
Instructional Grouping and Student Placement	24
Field Trips	25
Homework	25
Support Services	25
Student Intervention Response (SIR)/At Risk Referral Process/SHARe	25
Multidisciplinary Team	25
Special Education and Gifted Services	25
Title I	25
School Counselors	26
English Learners (EL)	26
Student Evaluation and Record Keeping	26
Assessment	26
Parent-Teacher Communication	27
Conferences	27
Progress Reports and Report Cards	27
Grading	27

PVSD Elementary Profile Key	27
Home-School Communication	27
Student Health	28
State Mandated Reporting Requirements	28
Health Services	28
What Happens in the Health Room	28
State-Mandated Screening Tests	28
Severe Allergies	29
Medication Policy	29
Immunization Requirements	31
Exclusion From School	32
Medical Exemptions	32
Religious Exemptions	32
Elementary Professional Development School Partnership	32

District Contact Information

Pleasant Valley Elementary School

570-402-1000 x6001

476 Polk Township Road
Kunkletown, PA 18058

Principal: Mr. Roger Pomposello

Assistant Principal: Ms. Sabrina Albright

Assistant Principal: Ms. Angela Borealo

District Office

570-402-1000

2233 Route 115 Suite 100
Brodheads ville, PA 18322

Superintendent of Schools: Dr. Lee Lesisko

Director of Human Resources: Ms. Jessica Tomon

Business Manager: Ms. Susan Famularo

Director of Operations: Mr. Bill Gasper

Director of Curriculum, Instruction, & Assessment: Dr. Susan Mowrer Benda

Director of Special Education: Ms. Julie Harris

K-12 Curriculum Supervisor: Ms. Lori Hagerman

K-12 Curriculum Supervisor: Ms. Shavonne Liddic

Supervisor of Transportation and Administrative Services: Mr. Doug Palmieri

District Registration Office

570-402-1000 x8010

Elementary Student Handbook

General Information

Welcome to the Pleasant Valley Elementary 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 PVE in your child’s education!

COVID-19 Procedures/Plans

Due to COVID-19, PVSD will be following established health and safety procedures in order to provide students and staff with a safe environment. These procedures and plans are flexible and will change depending on the guidance from the PA Department of Health, PA Department of Education, and CDC guidelines. The information included in this handbook primarily pertains to when students are in a brick-and-mortar setting. Additional information on these procedures/plans will be sent separately.

School Admission

Children may be admitted to kindergarten if they are five (5) years old before the first day of September of the school term.

Registration of Students

Pre-Registration for Kindergarten 2021 begins in September 2020. Pre-Registration is recommended to participate in the Ready, Set, Learn! Pre-K Program. Registration for Kindergarten begins in the spring. If you are new to the area, you should register your child(ren) as soon as possible. Office hours for registration are 8:00 AM to 4:00 PM by appointment only.

At the time of registration you must bring your child’s birth certificate, passport or baptismal certificate, proof of residency, and immunization information. The telephone number for registration and registration questions is 570-402-1000 extension 8010.

District Calendar

The Pleasant Valley School District calendar is available online and is sent home with students at the start of the school year. This calendar contains the dates of all-important district-wide functions and general information for parents/guardians and community members. The district calendar also includes the days that are designated as “snow make-up days” when school is canceled due to inclement weather. Pleasant Valley School District plans to utilize flexible instructional days in the remote setting as a method to provide continuity of education. These days will be announced as they are determined.

Covid-19 School Hours

Students will follow the following hybrid distance learning schedule until further notice. When students are assigned to report to the building, they will follow the normal bell schedule. If deemed necessary based on recommendations from Pennsylvania Department of Education and Pennsylvania Department of Health, all students will move to distance learning.

Group	Monday	Tuesday	Wednesday	Thursday	Friday
A (A-K)	Building	Building	Virtual	Virtual	Virtual
B (L-Z)	Virtual	Virtual	Virtual	Building	Building

Due to the fluent nature of the COVID-19 pandemic, adjustments to this schedule could occur and will be reflected in the PVSD Health and Safety Plan. This plan will be continually updated on the district website.

PVE School Hours (Brick and Mortar)
Students in grades K-3 at PVE will attend school from 8:47 AM until 3:32 PM.
Parent drop off will be open from 8:47-8:57. Students arriving after 8:57 must be signed in at the main office by an adult.

Six Day Cycle

The school schedule will revolve on a six (6) day cycle. Each day will be designated as Day 1, Day 2 ... through Day 6. On each seventh school day, the cycle will repeat itself and begin again with Day 1, etc. Any days lost to inclement weather or vacations will be skipped over, and the six-day cycle will continue without interruption.

Flexible Instructional Days (F.I.D.)

Five (5) Flexible Instructional Days have been provided to the school district by the PA Department of Education. These days can be used so that fewer instructional days are lost to safety closing reasons. If a Flexible Instructional Day is used, students are expected to participate in distance learning that day. Guidance will be provided to families via district communication whether school will be closed or if a flexible instructional day will be used.

“No School for Students” Days

A few days will be scheduled throughout the school year for staff professional development activities and parent/guardian teacher conferences. Parents and guardians should follow the district calendar for these "No School for Students" days.

Unscheduled School Closings/Early Dismissal/Delayed School Opening

Unfavorable weather conditions or other emergencies require school closings, early dismissals or delayed openings periodically throughout the school year. Information will be announced by local television and radio stations, district website (www.pvbears.org)/ social media, and an automated call to all families of students attending Pleasant Valley School District. **Please make sure that your correct contact information is up to date in the building office so you are receiving automated calls at the appropriate phone number(s).**

Parents/Guardians should always prepare 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.

One Hour Delay Schedule

- Classes will begin one hour later with no real disruption to the day.
- Breakfast is served when school is delayed for one hour.
- Lunch will be served as scheduled.

Two Hour Delay Schedule

- Classes will begin two hours later.
- Breakfast is NOT served when school is delayed for two hours.
- Lunch will be served.

Three Hour Delay Schedule

- Classes will begin three hours later.
- Breakfast is NOT served when school is delayed for three hours.
- Lunch will be served on a modified schedule.

Cafeteria Program

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 = \$2.85 Reduced = \$.40 Milk Only=\$.50
---	---

Monthly menus are sent home with children to assist in breakfast and lunch selection. You can also access the menu on the school district website at www.pvbears.org. Parents/guardians can monitor their child's lunch account on the school district website and make online payments.

Under the federally funded National School Lunch Program, free and reduced breakfast and lunches are available for students who qualify. Application forms are sent home to all families at the beginning of each school year or can be accessed in any school office throughout the school year. Applications can be returned to the main office for processing at any time.

Gift Buying

Pleasant Valley School District discourages the practice of staff members receiving gifts from students.

Lost and Found

Each school maintains a "lost and found" area for items that students have misplaced. If your child has lost clothing items, please come to the school to see if it has been found. Articles of clothing should be labeled with your child's name. Unclaimed articles that are dress code compliant will be given to the Cub Closet at the end of the school year.

School Pictures

Student photographs are taken as a school service to children and parents/guardians. Individual and/or group pictures are taken in all buildings according to a predetermined fall and spring picture day(s) schedule. Purchase of these pictures is optional. Dress Code compliant clothing must be worn by students for fall pictures. Spring picture dress information will come home with students prior to the scheduled date.

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.

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.

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.

Arrival and Dismissal Procedures for Parent Pick-Up and Parent Drop-Off

PVE has a specific arrival and dismissal procedures. Please see below:

Pleasant Valley Elementary School utilizes a Color Coded Number Identification Card system for Parent Pick-up for students who will be picked up the entire year. The Identification Cards will correspond between the parent(s)/guardian(s) and the student(s). Identification cards may be obtained by completing an application. Applications should be turned in prior to the start of school in order to facilitate a smooth and orderly pick up procedure during the first week. Parents who will be doing *Parent Pick-up periodically*, will be required to send a note in with the student on **the day that the student will be Parent Pick-up**.

Detailed Pick-up Instructions:

The color coded number identification card (permanent parent-pick up families) will be placed in the front windshield of the car so that it is clearly visible. If you are picking up your child periodically, you will need identification available. Parents/Guardians will remain in their car during the dismissal process beginning at 3:25 PM. Staff members will communicate the identification numbers or parent/guardian identification information of the vehicles and students will walk out and enter on the passenger side of the car. In an effort to maintain safety and make this process as efficient as possible, we ask that you encourage your child to report directly to the parent pick-up area upon dismissal.

Things to remember for parent drop-off and parent pick-up include:

1. Be alert at ALL times.
2. When driving on school property, please maintain a safe speed limit of 15 miles per hour or less. For the safety of our students, please do not pass other cars during drop off and pick up.
3. Students are not permitted in the building prior to the assigned start time.
4. Children should never be dropped off and left unattended prior to the start of the school day.

5. Advanced notice, preferably in writing, should be provided with the date, the child's name, the name of the individual picking up the child, the teacher's name and time of pick up.
6. A child will only be released to individuals listed on the parent pick-up note and the emergency contact information. Please update your child's emergency contact information regularly by contacting the central registration office.
7. Students will only be released to individuals 18 years or older with appropriate identification.
8. We ask that parents should not use cell phones while picking up or dropping off children.
9. Please obey all parking lot signage.

Use of Electronic Equipment

Students may bring electronic equipment to school for use on the bus if permitted by the bus driver. Please make sure all electronic devices and/or games are labeled with the student's name. It is the students' responsibility to protect the electronic equipment from loss or theft. These items must be stored in students' backpacks during the school day.

Student Attendance and Absences

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 18 years of age.

The purpose of the Pennsylvania truancy law is to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques. The law explicitly defines "truant" as a child subject to compulsory school laws having three (3) or more school days of unexcused absences during the current school year. "Habitual truancy" is defined as a child subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year. Therefore, a child is habitually truant once he or she accumulates six unexcused absences during the course of the school year. These absences do not need to run consecutively.

Sometimes absence from school is unavoidable. Reasonable cause for absences include: illness, death in the immediate family, quarantine, impassable roads (as approved by the superintendent or designee), an approved educational trip or tour, recovery from an accident, required court attendance, weather so inclement as to endanger the health of the child, suspensions from school, official religious holidays observed by the student's religious group, participation in school-sponsored events, and exceptionally urgent reasons that affect the child. Any time a student is absent from school, a written excuse including the following information must be sent to the child's teacher within three days:

1. The child's first and last name
2. Teacher's name
3. Date of the absence
4. Reason for the absence
5. Legible signature

If the excuse is not sent to the office within three days following the date of return to school and/or if it is not an acceptable reason, the absence will be considered unexcused. Photos of excuses may be emailed to pveattendance@pvbears.org. After three unexcused absences, parents/guardians may be required to attend a school district initiated attendance improvement meeting. Upon the fourth unexcused absence, or when a student's cumulative absences become excessive, parent(s)/guardian(s) will be invited to attend a School

Attendance Improvement Plan (SAIP). Excessive absences may lead to retention and/or referral to the district magistrate and possible involvement of 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 the main office prior to the appointment.
2. The student 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 into school.

Parents/Guardians are urged to call the school if they know their child will be absent for an extended period of time. A doctor's note may be required for six or more consecutive days of absence or when a student has an excessive number of absences. Cumulative absences of eighteen days or more may interfere with the student's successful completion of their assigned grade or learning of necessary skills and as a result, retention may be considered. *For more information, see Board Policy No. 204.*

Note: All COVID-19 related absences will be handled as per the PVSD Health and Safety Plan on an individual basis.

Educational Trips

Parents/Guardians considering travel plans resulting in taking their child out of school must complete an educational trip form two weeks prior to the date of the trip. If you're unable to stop by the school's main office, the form can be sent home upon request or it is available on the building website. Please note that the student absence for travel must be pre-approved by the building principal and/or designee. Educational trips may not exceed more than 5 consecutive days. If they exceed 5 days, they will be marked as unexcused absences.

Note: Educational trips will not be denied due to Covid-19. Individual considerations and quarantining recommendations may be made, if applicable.

Tardiness

It is important that all students arrive at school on time. If a student is tardy, the parent/guardian will be asked to provide a written excuse. If students are tardy, they must be accompanied into the building by an adult. Do not allow tardy students to come into the building unaccompanied. A record of the time arrived and reason for late arrival will be maintained. Minutes tardy will accumulate and may result in truancy proceedings. At PVE, tardiness begins 8:57 AM.

Sign in/Sign out Sheet

When a student arrives late to school or if he/she is signed out early, proper documentation must be completed in the school's main office. Proper identification will be required. Parents/Guardians are discouraged from signing their children out before regular dismissal time to minimize the loss of instructional time.

In addition, any visitor entering the building will be required to sign in and out. Proper identification will be required.

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 policy shall apply. The standardized dress code policy may be accessed on the school district's website (www.pvbears.org) and is also available at each school's main office. Pleasant Valley also offers assistance for students in need of standardized dress support. A form for dress code assistance is available on the school district's website or by contacting the Pleasant Valley Business Office. If approved, parents/guardians will receive a voucher for each child attending the school district to be used towards clothing items from each school's Cub Closet.

Note: Due to the Covid-19 pandemic face coverings must be worn by all students as per the Universal Mask Order set forth by the Pennsylvania Governor. Please reference the PVSD Health and Safety Plan.

Quick Reference Guide for Student Dress

Permitted Items:

Tops:

- Tops should be solid, striped or patterned and must be Black, White, Gray, or any shade of Blue
- Traditional Polo-style with collar.
- Standard Oxford-style Dress Shirt/Blouse.
- 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:

- All Pants, Shorts, Skirts or Skorts/Gauchos must be solid-color Khaki (Tan), Navy Blue, Gray, or Black
- Dress or Casual Pants (full-length or Capri-style).
- Dress or Casual Pants Shorts.
- Shorts, Skirts or Skorts/Gauchos must be Kneecap Length.
- Slits or kick pleats in Skirts, Skorts/Gauchos, or Shorts must not extend above the knee.
- 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.
- 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.
- Must be free of pockets that extend or are situated below the hip area.

Dresses:

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

Footwear:

- 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.

- Footwear must both be of the same pair and intact.
- Sandals or clogs must have a back strap and footwear with shoelaces must be tied.
- Boots – Students are permitted to wear boots that are dress code compliant. **MCTI students may wear boots that are required by their MCTI lab.**

Layering Items:

- 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
- Full-length leggings/tights are to be worn under Skirts/Shorts/Skort/Gauchos. Even if leggings are worn, skirts/shorts/skort/gauchos must still be the appropriate dress code compliant length.
- 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:

- Full-length Hosiery/Tights and Visible Socks may be worn by females and must be of approved Solid-colors (White, Gray, Black, any shade of Blue), including Skin-tone.
- 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.
- Solid/patterned neckties must contain only the Standard Permitted Dress Code Colors of White, Black, Gray or any shade of Blue.
- 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.
- 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

- 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.
- Tops and Bottoms must be of contrasting colors. For example:
- Black Bottom/White Top or Khaki Bottom/Blue Top – Acceptable.
- Black Bottom/Black Top or Navy Bottom/Navy Top – Unacceptable.
- A solid polo with striped pullover - Acceptable
- 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.
- Slits or kick pleats in skirts, skorts, gauchos, or shorts must not extend above the knee.
- All garments must be appropriately sized.
- 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.
- Spirit/Denim Day – Jeans must be free of holes, slits, etc. Tops must be spirit themed compliant.

Prohibited Items (Not all-inclusive)

- 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
- Long and/or baggy pants

- Midriff-baring tops
- Hooded or thermal garments
- Carpenter or cargo pants or shorts
- Sweats (except as required for Phys. Ed. class)
- Jeans, denim or pajama-type bottoms
- No ripped or tattered clothing
- Visible undergarments
- Headgear, including but not limited to caps, hats, scarves, bandanas, headbands, do-rags, hairnets (unless required by approved vocational program)
- Flip-flops or slippers
- Steel-toed footwear may be worn only when specified by course requirement. (Except for required MCTI courses.)
- Footwear may not have heels in excess of three (3) inches.
- Jewelry chains longer than 18 inches, heavy gauge chains, dog collars, wallet chains
- Hoop body rings, barbells, and gauges
- Clothing or accessories considered to indicate gang affiliation
- Clothing or accessories considered to be distracting, disruptive, offensive, potentially dangerous, or interruptive to the educational process. (See Prohibited Items)
- Sleeveless, cut-out, and cold shoulder tops

Positive Behavior/Code of Conduct

School Wide Positive Behavior Support

A major function of school is to assist in the development of responsible behavior in all students, and support students in accepting responsibility for their own behaviors. Schools are designated for learning. Responsible behavior is an integral part of the overall learning environment. The promotion of responsible behavior is enhanced through our Positive Behavior Support Program (PBS) and learning from members of the community, parents/guardians, and other students.

Parents/guardians are encouraged to join the elementary faculty and staff in reinforcing and supporting positive and respectful behavior. The Positive Behavior Support program is implemented in grades K-3 to help students make the best choices regarding behavior. The building expectations are as follows:

PVE PAWS (Grades K-3)

1. Prepared to Learn
2. Always Be Respectful
3. Winning Choices
4. Safety First

Students meeting these expectations are randomly rewarded with tickets and may redeem the tickets for many different rewards throughout the school year.

The Pleasant Valley School District has an established Board policy outlining a progressive discipline model for handling student behavior. Parents/Guardians should become familiar with these policies and procedures. All school district policies are available on the school district website at www.pvbears.org for your reference.

Elementary Student 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).

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.

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	Infraction	Consequence (1st Offense)	Consequence (2nd Offense)	Consequence (3rd Offense+)
1	901 Abuse of Hall Pass	Determined by administration (hall restriction)		
1	001 Bus warning	Determined by seriousness and relation to other discipline infractions		
1	812 Cut class - on school property	1 day suspension	2 days suspension	1-3 days suspension
1	923 Disrespectful behavior to student(s)	1 detention up to 5 days detention	1-2 days suspension	3 days suspension
1	902 Dress Code Violation	1st warning - change of attire required, parent contacted	2nd warning - change of attire required, parent contacted	As determined by administration
1	700 Horseplay	Warning	1 detention	1-3 detentions

1	903 ID Violation	1st warning	2nd warning	1 detention or as determined by administration
1	921 Lack of Cooperation	1 detention	2 detentions	1 day suspension
1	999 Misbehavior	1 detention	2 detentions	3 detentions-suspension as determined by administration
1	331 Misuse of Technology	Determined by seriousness - suspension of technology privileges to school discipline based on seriousness		
1	210 Public Display of Affection (determined by seriousness)	Warning	1-3 days detention	1-3 days suspension
1	961 Tardy to Class	Warning	2 detentions	3 detentions-2 day suspension
1	351 Use of Cell Phone	1 detention and/or 1 day confiscation	2 detentions and 1 day confiscation	3 detentions and 1 day confiscation
1	300 Dishonest Behavior	Discipline determined by seriousness		
1	404 Possession of look-a-like weapons (w/o intent)	Discipline determined by seriousness		
2	302 Cheating	Based on the school's Honor Code (see Handbook) + disciplinary action, possible suspension		
2	813 Cut class - left school property	1 day suspension	1-3 days suspension	3 day suspension
2	811 Cut School - all day	1 day suspension	1-3 day suspension	3 day suspension
2	751 Defiant Trespass	Discipline determined by seriousness - 1 day suspension to 10 days suspension + School Police		
2	601 Destruction of School property	Discipline determined by seriousness - 1 day suspension to 10 days suspension + damages		
2	924 Disrespectful behavior to staff	Discipline determined by seriousness		
2	911 Disruptive behavior	1 detention	1 day suspension	1-3 day suspension
2	912 Disruptive behavior in suspension	1 day suspension	3 days suspension	5 days suspension
2	304 Forgery	Based on School's Honor Code (Disciplinary action - 1 day suspension to 3 days suspension)		
2	925 Foul Language	Warning-1 day detention	1 day detention	1-3 day detention
2	201 Inappropriate Conduct	1-5 days detention	1-3 days suspension	3-5 days suspension
2	815 Left class unauthorized	1-3 detentions	1 day suspension	1-3 days suspension
2	816 Left School unauthorized	1 day suspension	1-3 days suspension	3 days suspension
2	103 Physical confrontation	Discipline determined by seriousness - 1 day suspension to 10 days suspension + School Police		
2	301 Plagiarism	Based on School's Honor Code (Disciplinary action, suspension possible)		

2	101 Play Fighting	1 day detention	3 days detention	1 day suspension
2	402 Possession of look-a-like weapons (with intent)	Discipline determined by seriousness -1 day suspension to 10 days suspension, possible expulsion, School Police		
2	306 Possession of stolen articles	Discipline determined by seriousness - 1 day suspension to 10 days suspension, possible expulsion, School Police		
2	531 Possession of Medications	Discipline determined by seriousness - confiscation to 10 days suspension, School Police		
2	941 Repeated violation of school rules	Discipline determined by seriousness - 1 day suspension to 10 days suspension, School Police		
2	102 Verbal Confrontation	1-3 days detention	1 day suspension	1-3 days suspension
2	930 Insubordination/Failure to follow district guidelines presented in the district's health and safety plan	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police		
2	933 Insubordination - after school event	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police		
3	108 Aggravated Assault on Student	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	109 Aggravated Assault on School Employee	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	211 Aggravated Indecent Assault	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	631 Arson	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	105 Assault on School Employee	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	104 Assault on Student	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	624 Bomb threat	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	111 Bullying	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police		
3	305 Burglary	Discipline determined by seriousness - 5 days suspension to 10 days suspension, School Police		
3	752 Criminal Trespass	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police		
3	112 Cyber Bullying	Discipline determined by seriousness - 3 days suspension to 10 days suspension, possible expulsion, School Police		
3	051	Discipline determined by seriousness - 3 days suspension to 10 days suspension, expulsion. School Police		

	Cyber Harassment of a Child/CyberSpace Misconduct	Discipline determined by seriousness - 3 days suspension to 10 days suspension, expulsion. School Police
3	703 Disorderly Conduct	Discipline determined by seriousness - 1 day suspension to 10 days suspension + School Police
3	524 Distribution/Sale of a Cont. Subst.	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, D&A counseling, School Police
3	512 Distribution/Sale of Alcohol	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, D&A counseling, School Police
3	218 Ethnic Harassment	Discipline determined by seriousness - 3 days suspension to 10 days suspension, possible expulsion. School Police
3	705 Failure to disperse upon order	Discipline determined by seriousness -3 to 10 days suspension, School Police + DC Charges
3	106 Fighting	Discipline determined by seriousness - 5 days suspension to 10 days suspension, School Police
3	202 Harassment	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police
3	215 Harassment by Disability	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police
3	216 Harassment by Sexual Orientation	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police
3	217 Harassment by Religion	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police
3	107 Homicide	State police, expulsion
3	212 Indecent Assault	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police
3	213 Indecent Exposure	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police
3	208 Involuntary Sexual/Deviant Intercourse	Discipline determined by seriousness -3 to 10 days suspension, possible expulsion, School Police
3	311 Kidnapping	State Police, expulsion
3	113 Minor Altercation	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police
3	204 Obscene or Other Sexual materials/performances	Discipline determined by seriousness - 1 day suspension to 10 days suspension, possible expulsion. School Police
3	214 Open Lewdness	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	511 Possession of Alcohol	Discipline determined by seriousness - 3 to 10 days suspension, D&A counseling, possible expulsion, School Police
3	416 Possession of BB/Pellet Gun	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police

3	523 Possession of Controlled Substance	Discipline determined by seriousness - 3 to 10 days suspension, D&A counseling, possible expulsion, School Police
3	423 Possession of Cutting Tools	Discipline determined by seriousness - 1 suspension to 10 suspension + possible expulsion, School Police
3	522 Possession of Drug Paraphernalia	Discipline determined by seriousness - 3 to 10 days suspension, D&A counseling, possible expulsion, School Police
3	413 Possession of Explosives/Incendiaries	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	411 Possession of Firearm	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	412 Possession of Fireworks	Discipline determined by seriousness - 1 day suspension to 10 days suspension, possible expulsion, School Police
3	414 Possession of Handgun	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	403 Possession of Illegal Articles	Discipline determined by seriousness - 1 day suspension to 10 days suspension, possible expulsion, School Police
3	422 Possession of knife (intent)	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	421 Possession of knife (w/o intent)	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	521 Possession of look-alike drug	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, State Police
3	402 Possession of look-a-like weapons (with intent)	Discipline determined by seriousness - 5 days suspension to 10 days suspension, possible expulsion, School Police
3	431 Possession of other weapons	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	415 Possession of rifle	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	501 Possession of tobacco products	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	612 Pulling a fire alarm	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, State Police
3	203 Racial/Ethnic Intimidation	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police
3	207 Rape	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, State Police
3	702 Reckless endangerment	Discipline determined by seriousness - 1 day suspension to 5 days suspension, School Police
3	704 Rioting	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, State Police
3	307 Robbery	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police

3	205 Sexual Harassment	Discipline determined by seriousness - 5 days suspension to 10 days suspension, School Police		
3	206 Sexual Assault	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police		
3	114 Stalking	Discipline determined by seriousness -3 days suspension to 10 days suspension, School Police		
3	209 Statutory Sexual Assault	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police		
3	623 Terroristic threats	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police		
3	303 Theft (property)	Discipline determined by seriousness - 3 days suspension to 10 days suspension, School Police		
3	622 Threat on School District Employee	Discipline determined by seriousness - 5 days suspension to 10 days suspension, School Police		
3	621 Threat on a Student	Discipline determined by seriousness - 5 days suspension to 10 days suspension + School Police		
3	821 Truant	3 day warning letter	SAIP meeting	Citation
3	115 Unlawful Restraint	Discipline determined by seriousness - 5 days suspension to 10 days suspension, possible expulsion, School Police		
3	513 Use/Under Influence of Alcohol	Discipline determined by seriousness - 3 to 10 days suspension, D&A counseling, possible expulsion, School Police		
3	525 Use/Under influence of a controlled substance	Discipline determined by seriousness - 3 to 10 days suspension, D&A counseling, possible expulsion, School Police		
3	502 Use of Tobacco Products or any type of vaping device, not including any illegal substance	Discipline determined by seriousness - 3 to 10 days suspension, possible expulsion, School Police		
3	602 Vandalism	Discipline determined by seriousness - 3 to 10 days suspension + damages + School Police		

Safety and Security

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. If a student presents to the nurse's office with a potential symptom of COVID-19, they will be assessed and treated in a separate area of the health room. It will then be determined if the student is to return to class or needs to go home. Please see the PVSD Health and Safety Plan for additional information regarding COVID-19 safety procedures.

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 Home Access Center by going

to www.pvbears.org or by contacting the main office of your child's school. Parents/Guardians must go to the registration office to update the primary guardian's phone number and address.

Custody

If there is a court order regarding the parental rights of your child, the court order should be submitted to the district registration office immediately. A copy will be made and filed in the child's student record. Without a court order, both parents have equal access to the child and the child's records.

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 (ASSA). 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 (K-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, Viola Murphy at 570-402-1000

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 school office.

There is a procedure for correction, addition, or challenge of the record when permission from the parent/guardian or the student (if over 18 years of age) is needed for release of records outside the school district. 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. Specific additional policy information may be accessed on the Pleasant Valley School District website regarding student records at www.pvbears.org.

Video Surveillance (Board Policy No. 226.1 and 709)

Surveillance is used to promote the order, safety, security, and property of students, staff and others. Recordings may be used for review of any incidents involving students, staff and/or others and as evidence for disciplinary and/or legal action.

Volunteers

Volunteers (Board Policy 916)

A volunteer is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.

We have two classifications of volunteers:

1. Position Volunteer - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. Guest Volunteer - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

**Note: Due to the COVID-19, there will not be any volunteer opportunities this year in an effort to keep everyone safe and minimize exposure to COVID-19.*

Parent Teacher Organization (PTO)

We need parent volunteers to support the success of the school community. The PTO is a parent/guardian volunteer organization that provides an opportunity for the home, school, and community to work together for our children. In the past, the PTO has provided our students with playground equipment, books for the school library, technology, school-wide and classroom celebrations, Holiday Shoppe, school store, and various after-school social events for both students and families. Additionally, many individuals generously volunteer their time to tutor students and assist with special events at school.

The PVE PTO holds monthly PTO meetings. Check your school calendar for dates and times of the PVE PTO meetings. All parents/guardians are encouraged to attend these meetings. Your attendance at these meetings is important both to learn about what is going on in our schools and to provide support to the children. Any and all parents are welcome to come and give their support. Please contact your child's classroom teacher or the main office of your child's school to sign up to volunteer. *For more information on volunteering, see Board Policy No. 916.*

Note: Due to the COVID-19 Pandemic, please review PVE's PTO's communications for virtual meeting updates. Volunteers will not be permitted in the building as per the PVSD Health and Safety Plan.

Academic Instruction

Reading / Language Arts

It is the goal of the Pleasant Valley School District to provide students with rigorous instructional opportunities aligned with the Pennsylvania Academic Standards. The first component of our Language Arts Program is reading instruction. Our reading instruction is delivered using the workshop model. This model provides the ideal opportunity for students to be matched with books on their appropriate reading level, while also being given the authority to choose books based on their interest. The Reading Workshop Model offers a simple and predictable framework for teaching strategies and for giving students feedback while they are in the midst of their ever-changing, complex reading work.

The second component of our Language Arts program is writing instruction. Writing instruction is delivered using a writing workshop model. This model is composed of a mini-lesson, student writing, conferences and share time during which students share their writing. The writing component also includes spelling and grammar instruction.

A phonics/word study component is included in grades K-3. Students are provided ample opportunities to practice phonics and word study skills through their reading and writing.

Within the Language Arts Program, our highly differentiated instruction targets specific student needs based on diagnostic assessment data and classroom performance. Every student is given a benchmark screening assessment three times per school year. This is designed to be used in conjunction with classroom performance and ongoing assessment to help teachers and school administrators identify students in need of additional support.

Mathematics

Mathematics instruction in the Pleasant Valley Elementary consists of two components. The first component is the “Core”. The core in Math is the instruction that all students receive. The Pleasant Valley Elementary school implements the Ready Classroom series by Curriculum Associates. This instruction is designed to meet the needs of all students while aligning with the Pennsylvania Academic Standards. This instruction occurs for at least 60 minutes each day.

The second component of mathematics instruction in the elementary division is Math Remediation. During this time, students who demonstrate a weakness in a skill will be taught in a small group of students to work on the skill. These groups are flexible allowing students the opportunity for extra help as needed and align with the core math skills. During this time the classroom teacher works with the remainder of the class to enrich and/or remediate core math skills.

Science

In grades K-3 our science instruction is developed to provide inquiry based learning opportunities for all students. This is accomplished through the students participating in a series of experiments, journaling observations, and class discussions on their observations. Through this process, students learn about the scientific process and concepts relative to the Pennsylvania Academic Standards.

Social Studies

The overall goal of the K-3 Social Studies program is that students will achieve a greater understanding of themselves and others in the global society we live in. This instruction occurs through the content and process delivered in Social Studies class and through reading and writing in the Reading/Language Arts program. All social studies instruction aligns with the “Big Ideas” identified in Pennsylvania Academic Standards.

Special Areas

	Kindergarten	First	Second	Third
Art	<i>1 period per 6 day cycle</i>			
Health and Physical Education	<i>2 periods per 6 day cycle</i>			
Music	<i>1 period per 6 day cycle</i>			
Library	<i>1 period per 6 day cycle</i>			
STREAM (Science, Technology, Reading, Engineering, Arts, Mathematics)	<i>1 period per 6 day cycle</i>			

Online Resources

The Pleasant Valley School District values the ease of access to information and materials that help parents/guardians support their children. On the Pleasant Valley School District website (www.pvbears.org) you can find district information including the school calendar, policies, services, activities, and links to each of the schools in the district. Parents/guardians can also access the Home Access Center through the PVSD web page. The Home Access Center (HAC) provides parents/guardians with a way to view their student’s attendance, discipline records, and grades. You can access Twitter for PVE (@pvebears) to stay up-to-date on current events.

Based on the PVSD Health and Safety Plan, Seesaw, an online learning platform, will be utilized for the 2020-2021 school year for distance learning due to the hybrid model of learning. Families will receive login information from their child’s teacher.

Instructional Grouping and Student Placement

The Pleasant Valley School District rationale for grouping students is to create a classroom environment that is conducive to learning and teaching. Our goal is to maximize the use of instructional time and take into consideration that students learn from each other as well as from the teacher. We always value information you may feel is important to the placement of your child; **but cannot honor requests for specific teachers.** The types of information you may want to share are:

- Health or medical needs
- Family changes

- Peer interactions
- Specific social, emotional, or educational needs
- Learning style

Please contact the guidance department to discuss or share this information.

Field Trips

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

Homework

Homework is a vital part of the instructional process. It is designed to give your child the opportunity to practice learned skills independently. The amount of homework and the content is determined by the classroom teacher and will vary depending on the content area and grade. If your child has difficulty completing the assigned homework, or if you have any questions, please contact your child's classroom teacher(s).

Support Services

Student Intervention Response (SIR)/At Risk Referral Process/SHARE

As teachers monitor the progress of students academically and/or behaviorally through benchmark assessments, progress monitoring, and through observation, there are times when students may need additional support to reach their potential. These processes are team approaches to developing plans based on student data. Parents/Guardians are a part of this process through communication with the classroom teacher and/or teams.

Multidisciplinary Team

The Multidisciplinary team refers to the team of school professionals, parents/guardians, and community agencies that work together to determine appropriate programming for individual students. This team most commonly is used when determining the programming for students with special needs.

Special Education and Gifted Services

The Pleasant Valley School District is an inclusive school district. This means that students with disabilities and special needs are educated alongside their non-disabled peers to the maximum extent possible. The Pleasant Valley School District, either directly or through various other education agencies, including Colonial Intermediate Unit 20, provides Special Education services which may be required for children with special needs. Please contact your child's school counselor if you have any questions about special education services.

Title I

Title I is a federal program that serves to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and meet challenging state academic standards. Title I funding provides supplemental instruction and materials to support all students in meeting grade level academic benchmarks. Parents/guardians are encouraged to be a part of the Title I school-wide planning committee at PVE and are invited to attend the fall and spring Title I meetings as well as parent and family engagement events.

School Counselors

Our elementary school has a number of individuals who provide the very best learning experiences for your child. Our school counselors support students individually, in small groups, and in the classroom setting. They also consult with teachers, parents/guardians, and the building administration regarding children's academic, social and/or emotional growth. If you would like further information regarding the school counselor's role, please call the guidance office at 570-402-1000x6011.

English Learners (EL)

The Pleasant Valley School District provides English Learner (EL) curriculum for our students that qualify. English learners are identified through a Home Language Survey at the time of registration. A screening process identifies students in need of EL support. At the elementary level the EL program provides English Learners with a communication program in English that will enable them to fully participate in their educational experience in our schools, in their daily lives, and in our community. The objectives of our program include the following:

1. To develop basic interpersonal skills and cognitive academic language proficiency in English.
2. To develop proficiency in the language domains of speaking, listening, comprehension, reading, and writing from a whole language approach.
3. To develop competence in intercultural interactions.
4. To provide EL's with opportunities to share their language and culture with their peers.
5. To encourage participation in the full range of instructional activities in the mainstream curriculum and extracurricular activities in the school.

Student Evaluation and Record Keeping

Assessment

The Pleasant Valley School District uses assessment information to:

1. Provide information to the Board of Education and the community on the level of education attainment/measured ability of students in the Pleasant Valley School District and comply with various federal or state mandates.
2. Provide information on in-school performance to teachers, students, and families for the purposes of educational planning.
3. Provide information to educators in the schools on student performance in specific curricular areas for the purpose of curriculum planning, modification, and the annual determination of each student's academic progress.
4. Provide educators in the schools with information about individual students upon which to base competent decisions about appropriate instructional interventions.
5. Provide information to educators in the schools to assist in the strategic planning process.

Local, nationally-normed, and statewide assessments are used.

Parent-Teacher Communication

Conferences

Parents/guardians will have the opportunity to participate in parent-teacher conferences in the fall of each school year. All parents/guardians are encouraged to participate. The conferences will be approximately 10-15 minutes, and may include individual and/or teams of professional and support staff.

Progress Reports and Report Cards

In addition to parent-teacher conferences, student progress will be communicated via a quarterly progress report that will be sent home approximately mid-way through each marking period. Parents/guardians will also receive a report card for their child at the conclusion of each marking period.

Grading

PVSD Elementary Profile Key

K – 3 Progress toward end of year school district expectations

4	Exceeds expectations	NA/O	Not Applicable
3	Meets expectations		
2	Making adequate progress towards expectations		
1	Insufficient progress toward expectations		

Home-School Communication

After reviewing the many programs and working on improvements in our school district, it has become apparent that all areas of school operation are dependent on effective communication. With this in mind, here are some general things to think about on how to be effective communicators.

Some things to think about:

- Good communication is specific, honest, succinct, and courteous.
- Unfortunately, things are not always interpreted the way the writer or speaker intends. *How* one says something can be more important than *what* one says.
- People often have different perceptions of the same situation. It is wise to verify information before drawing conclusions.
- Children’s home behavior may or may not be consistent with their school behavior.
- There can be no communication without listening.
- All people need to hear good news and compliments.
- Teachers and parents/guardians are working together for the same results—happy, healthy, educated children.

Student Health

COVID-19: Please refer to the PVSD Health and Safety Plan for the reopening of schools.

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 student will return to class.
 - b. The student will rest and return to class if condition improves.
 - c. Parent(s)/guardian(s) may 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.

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 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.

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.

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 medications, to include, 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. The right to self-carry medication may be revoked if the student is mishandling the medication.

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 2020-2021 will be required to provide proof of having received the following immunizations or immunity prior to being admitted to school. Students entering Kindergarten will have 5 days from the first day of school to provide documentation of the following immunizations.

**The Pennsylvania Department of Health is providing an additional 2 months this year, in response to COVID-19, for school age children in Pennsylvania to be in compliance with immunization requirements.

- 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. If 3rd dose was administered on or after age 4, a 4th dose is not required in this series.)
- 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.

Seventh through 12 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 of 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 7th 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.

Elementary Professional Development School Partnership

For many years, the Pleasant Valley School District and East Stroudsburg University have been partners in the development of an Elementary Professional Development School Collaborative. The goals of the Professional Development School (PDS) are to enhance the learning of all children, to prepare more effective beginning teachers, and to provide ongoing professional development for veteran teachers and university faculty.

As part of the PDS collaborative, a student intern from ESU may be teaching in your child’s classroom. The intern will spend a semester under the supervision of the mentor teacher and a university-based supervisor. The mentor teacher and intern will often engage in teaching together, which results in children receiving more individualized attention.

For more information about the Professional Development School Collaborative partnership, please contact building administration.

