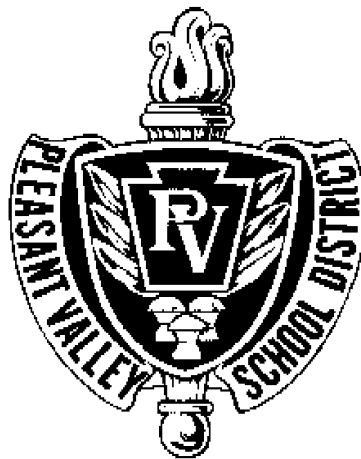


# Student-Parent Handbook

Pleasant Valley High School /  
Pleasant Valley Middle School

2014 – 2015 School Year



Pleasant Valley School District  
Brodheads ville, PA 18322

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*Excellence in Education: A Community Commitment*



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## **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, Brodheadsville, Pennsylvania, 18322. (570) 402-1000, ext. 1209.

**Welcome to the Pleasant Valley High School/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 PVHS and PVMS in your child’s education!**

Pleasant Valley High School  
1671 Route 209  
Brodheadsville, Pennsylvania 18322  
570-402-1000 ext. 4001



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

### **BUILDING DIRECTORY**

<b>High School</b>	<b>Extension</b>	<b>Middle School</b>	<b>Extension</b>
Mr. John Gress, Principal	Ext. 4003	Mr. Rocco Seiler, Principal	Ext. 2003
Mr. Robert Hines, Associate Principal	Ext. 4007	Ms. Josephine Dyett-Fields, Asst. Prin.	Ext. 2007
Ms. Tresa Malligo, Assistant Principal	Ext. 4002	Mr. David Stefani, Dean of Students	Ext. 2006
Mr. Matthew Triolo, Dean of Students	Ext. 4008	Main Office	Ext. 2001
Main Office	Ext. 4001	Guidance Office	Ext. 2011
Attendance Office	Ext. 4018	Attendance Office	Ext. 2018
Athletic Office	Ext. 4100	Mr. Rick Williams, School Police	Ext. 2777
Guidance Office	Ext. 4011	Middle School Fax	570-992-6968
John C. Mills Office	Ext. 4006		
Mr. Scott Campbell, Chief/Security	Ext. 4046		
High School Fax	570-992-0839		

#### **District Calendar**

The Pleasant Valley School District calendar is available online and is mailed to all District community members prior to 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 school district calendar also includes the days that are designated as “snow make-up days” when school is canceled due to inclement weather.

#### **School Hours**

High school students will attend school from 7:25 AM until 2:25 PM. Students can enter the building beginning at 7:10 AM. Middle School students will attend school from 7:34 AM until 2:42 PM. Students can enter the building beginning at 7:15 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 Connect Ed 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 Connect Ed calls at the appropriate phone number(s).

## **School Bus Transportation**

Our school district utilizes the services of First Student to transport our students. The school district and First Student work together to provide safe and efficient bus transportation for all students

## **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 high school, lunch periods are twenty-eight (28) minutes in length. 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 = \$1.25  
Reduced = \$.30  
10-Day Ticket = \$11.50  
Milk Only = \$.50

Cost for lunch – Daily = \$2.50  
Reduced = \$.40  
10-Day Ticket = \$24.00

## **CafTRAC**

How does CafTRAC Work?

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. CafTRAC 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**

Compulsory attendance becomes effective when a student enters school for the first time, which shall not be later than eight years old, and continues until the student becomes 17 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 child's teacher. If the excuse is not sent to the teacher within three days following the date of return to school, the absence will be considered unlawful.

After three illegal unlawful absences, a citation may be issued and attendance may be required at a school district-initiated truancy elimination meeting. A Truancy Elimination Program (TEP) will take place when the students' attendance exceeds three illegal/unlawful absences or may also take place in cases whereby the student's cumulative absences exceed ten (10) days.

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/guardian 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 maybe 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 doctors excuse may be required to show the future absences are justifiable.

Cumulative absences of twenty (20) 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 absence for travel must be preapproved 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**

High 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.

Middle School students are expected to report to homeroom by 7:34 AM. Any student reporting after 7:34 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 in order for the lateness to be considered excused. There are only three (3) acceptable reasons for being late to school. They are: sickness



of the child; death in the family; and extreme emergency. 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.

### **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.

### **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, this may be done on the Home Access Center from the school district website or by contacting the main office of your child's school.

### **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.

### **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**

No 221-AR-2

### **Permitted Items:**

- Tops:
  - Solid-color 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. Logos, prints, stripes, or patterns are not permitted.

- Bottoms:
  - Must be solid-color Khaki (Tan), Navy Blue, Gray, or Black.
  - Dress or Casual Docker-style Pants (full-length or Capri-style).
  - Dress or Casual Docker-style 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.
- 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 cannot have a pattern, picture, drawing, diagram or decorative item(s).
  - Footwear must both be of the same color and pair.
  - If footwear is designed to have laces, the laces must be in the footwear and tied.
  - Shoes, Boots, Sandals (must be with Back Strap) or Clogs (must be with Back Strap) must be Solid-color Black, Brown, Tan, Gray, Navy Blue or White. Shoelaces must match, be the same solid dress code compliant color as the footwear, and must be tied.
  - Pants/Capris/Gauchos may not be tucked in footwear.
  - Boots – Students are permitted to wear boots that are dress code compliant. However, garments are not permitted to be tucked into the boot. Regular pants must meet the top of a shoe, but not touch the floor. This means that it must meet the boot at the area at which a normal shoe would be. Boots must be below the knee and students are not permitted to wear shorts with boots. Capris, gauchos, skirts, etc. are permitted provided they are not tucked into the boot.
  - Sneakers must be of dress code compliant colors of Black, Brown, Tan, Gray (not silver), Blue or White and may have one minor accent color (e.g., piping or stripe(s) on shoe that is of an other than compliant color). The entire shoe cannot be striped. Shoe laces must be of the same solid dress code compliant predominate color as the sneakers, or White.
  - Socks must be Solid-color White, Gray, Black, Tan/Khaki, or any shade of Blue and must match.
- Layering Items:
  - Items must be Solid-color Black, White, Gray or any shade of Blue.
  - 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.
  - 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 may be worn by females and must be of approved Solid-colors (White, Gray, Black, any shade of Blue), including Skin-tone.
- Pullover Sweaters, Full-torso Cardigan Sweaters, Sweater Vests, Fleece Tops, Fleece Vests – in Solid-color White, Gray, Black, or any shade of Blue – may be worn over a Dress Code Compliant Shirt; all items must be without hoods.

- 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**

- All clothing must be free of logos, designs, emblems, symbols, insignias, advertisements, and/or monograms.
- 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.
- Solid-color White, Gray, Black or Blue 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 clothing must be free of logos, designs, emblems, symbols, insignias, advertisements, and/or monograms, except as stated above regarding authorized PVSD Extra-curricular or Co-curricular Logos. All garments must be appropriately sized.
- All permitted hair accessories must be in Dress Code Compliant Colors.
- 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.
- Denim Day – Jeans must be free of holes, slits, etc. and Blue, Black, or Tan. Tops must be Dress Code Compliant.

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

- 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
- 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.
- 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 and barbells
- 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

- 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, or religion, or that advocate violence or gang-related activity
- Garments must be free of frays, slits, logos, designs, emblems, insignias, monograms, holes, rivets and/or studs

### **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 days absent 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 and spring 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 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. Parents/Guardians are also encouraged to utilize the school district's Home Access Center (HAC) to track their child's academic progress in school. Information regarding the Home Access Center will be provided at the beginning of the school year or upon registering in the school district.

## **ACADEMIC AND COUNSELING**

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 High School/Middle School Program of Studies is available online and in building guidance offices. The Program of Studies outlines graduation requirements and course offerings.

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

- A required class does not appear on their schedule.
- Two classes are scheduled for the same time period.
- With parental approval, a student in danger of failing may drop a full-credit class on or about the end of the first semester or on or about the mid-point of a half-credit or quarter-credit class.
- Upon approval of the teacher, administrator, counselor and parent, a student may transfer to another level of a full-credit class on or about the end of the first marking period of a semester or on or about the mid-point of a half-credit class.

### **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, guidance 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 1<sup>st</sup> marking period of a course, the lowest failing grade given to a student will be a 50.
3. During the 2<sup>nd</sup> marking period of all courses, teachers may award a numerical grade below 50 by petitioning the principal.
4. 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.
5. At the high school, each full-credit course final grade will be determined by averaging the marking period grades, which are 80% of the final average, and the final exam, which represents 20% of the final average.
6. At the high school, each half (1/2) or quarter (1/4) credit course will be determined by averaging the marking period grade, which is 80% of the final average, and the final exam, which represents 20% of the final average.
7. At the middle school, each one (1) credit course final grade for high school credit 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.
8. 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

## Grade Reporting

### Progress Reports

Student progress reports are issued on or about the midpoint of each marking period. Tentative dates are listed on the school district calendar. 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. For grades 7-12, student academic performance is available online to parents/guardians through the Home Access Center (HAC) on the school district website.

## Graduation Requirements

Course Subjects	Class of 2014 11 <sup>th</sup>	Class of 2015 10 <sup>th</sup>	Class of 2016 9 <sup>th</sup>
English	4	4	4
Mathematics	4	3	3
Science	3	3	3
Social Studies	4	3	3
Physical Education	2	1.25	1
Health	1	.75	.25
Driver Education Theory	.5	.25	.25
Arts and Humanities	2	1.5	2
Electives/PSSA Enhancement	4	5	4.5
Graduation Project	.5	.5	.5
Computer Literature	.5	.5	0
	25.5	22.75	21.5

## PA Required Assessments

For the class of 2014, 2015, 2016: Students must participate and demonstrate proficiency on the Algebra, Keystone Exam and the Literature Keystone exam. Students must participate in the Biology Keystone Exam.

For the class of 2017: Students must participate and demonstrate proficiency on the Algebra, Literature and Biology Keystone Exams. Students who are not proficient must participate in a remediation program.

## Graduation Honors

- Three categories of academic honors recognition for graduating seniors are provided based on their mark averages for all grades earned at Pleasant Valley High School (which shall be considered to be grades 9, 10, 11, and the first semester and first marking period of the second semester of grade 12). Special honor seals will be affixed to the diploma of those graduates who have earned such overall averages as shown below, and will be recognized during the annual commencement exercises by special regalia.

- Summa Cum Laude: 96 - 100 Magna Cum Laude: 92 - 95.99 Cum Laude: 85 - 91.99
- National Honor Society graduates will also be recognized during commencement by special regalia.
- Top students will be determined based on the averages of those grades earned for courses for which high school credit can be attained. The period for which such grades are considered is that period up to and including the conclusion of the first marking period of the second semester of 12<sup>th</sup> grade. The top two graduates, as determined by such academic averages, will be named valedictorian and salutatorian.
- Only those students who have been enrolled in the Pleasant Valley School District for at least four (4) semesters (at least two [2] of which are in his/her senior year), and have earned at least twelve (12) credits taking Pleasant Valley School District courses, will be eligible for graduation honors.

### **Graduation/Commencement**

Students must meet all financial and/or disciplinary obligations in order to participate in graduation/commencement practice and the ceremony. Additionally, appropriate behavior is expected at all practices in order to participate in the graduation/commencement ceremony. Students need to complete all academic requirements prior to the graduation date to be eligible to participate in the graduation/commencement ceremony.

### **Early Graduation**

#### Guidelines for Early College Admission

Those students accepted by a college at the completion of their junior year will be eligible to receive a diploma upon satisfactory completion of their first year of college as a full-time matriculated student. Applications forms and guidelines are available on the Pleasant Valley School District website and in the guidance office.

### **Transfer Credit**

Any transfer credit or college course credit grades will not be calculated into the student's cumulative average.

### **Auditing of Courses Grades 7-12**

The auditing of high school courses is provided for students so they can become involved with course content and activities, but generally, there will be no credit (for graduation) awarded. Any student approved for audit enrollment must agree to participate fully in all requirements of the course work (as if they were enrolled as a "for-credit" student.)

### **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.
3. A senior must carry a minimum of six (6) credits.
4. Students in grades 9-11 must carry a minimum of six (6) credits.

In the case of students carrying 2 or 3 unit courses (such as MCTI students), triple quality points will be awarded to the grade. Determination of academic honor standing will be made by the guidance department and administration at the end of each marking period. Honor standing announcements will be sent to the parent(s)/guardian(s) of each recipient at the end of each marking period.

### **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.

Students who violate the Honor Code subject themselves to the following actions:

A. Type of Infraction	B. Disciplinary Action
1. Cheating by copying answers on a test/exam, homework and/or other assignment.	1. Parent-Teacher conference, parental contact, guidance counselor informed, a grade of zero (“0”) for all or part of the assignment. Notification of the principal or designee. Discipline as per Code of Conduct.
2. Cheating by gaining access to a test or assignment, plagiarism on a class assignment or homework.	2. Parent-Teacher conference, parental contact, guidance counselor informed, a grade of zero (“0”) for all or part of the assignment. Notification of the principal or designee. Discipline as per Code of Conduct.
3. Cheating by plagiarism on a major research paper; stealing a test or other assignment; multiple infractions of the Honor Code.	3. Parent-Teacher conference, parental contact, guidance counselor informed, a grade of zero (“0”) for all or part of the assignment. Notification of the principal or designee. Possible failure for the marking period or course. Discipline as per Code of Conduct.
4. Cheating by use of cell phone communication, including text messaging.	4. Parent-Teacher conference, parental contact, guidance counselor informed, a grade of zero (“0”) for all or part of the assignment. Notification of the principal or designee. Discipline as per Code of Conduct.

NOTE: In the case of possible plagiarism, the teacher will hold a conference with the student and counselor to determine if plagiarism or a mistake in format was made.

### Academic Awards

The top academic average for each grade level (9-12) is given recognition as well as the students with the highest academic average in the top 10% in each class. The top academic average recipient receives a plaque. This Award is based on the 1<sup>st</sup> semester and 3<sup>rd</sup> quarter of the current year. The Academic Top 10% of each class will receive a certificate and their names will be placed on a Plaque that is then mounted on the Pleasant Valley High School Academic Wall of Fame. The Academic Top 10% Award is based on a student’s final average for the present school year. Each department also selects the outstanding students on grade level for a medal award. Determination of the Top 10 Wall of Fame graduating seniors will be made by compiling the averages of grades 9,10, and 11, and the first semester and first marking period of the second semester at Pleasant Valley School District.



**PERFECT ATTENDANCE:** Students with perfect attendance (no absences) are recognized at an awards ceremony. At any grade level, perfect attendance for one (1) year is recognized with a certificate. Students with perfect attendance for the four (4) years from grades 9-12 are recognized with a plaque at the Academic Awards Program. Excessive tardiness can result in no longer being considered for a perfect attendance award.

**SERVICE:** A Senior Principal's Citation Award is based on school service.

## **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 may be accelerated for repeat offenders and/or due to the pervasiveness/severity of the offense(s).

### **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.

#### **Detention**

1. High School –  
The administration assigns detentions. Detention will be for one (1) hour.
2. Middle School –  
The administration 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 immediately report to the in-school suspension room (ISS room) upon arrival to school. Attendance will be taken. Students will remain in the ISS room until the end of the school day. NOTE: High school students who have Diversified Occupation, Senior Sign-In/Out, or Cooperative Education forfeit those privileges on the days of their suspension.

#### **Out of School Suspension**

Any student may be excluded from school if the severity and/or repetitive nature of the infraction/offense dictates 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 confiscation for five (5) school days. Parent pick up of phone after five (5) school days have elapsed ( <u>not</u> counting the day of confiscation). <u>If period of confiscation straddles a weekend, phone will be held over the weekend as well.</u>
Cell Phone Use – Second Offense (includes going off if out of sight)	Three (3) days ISS and phone confiscation for ten (10) school days ( <u>not</u> counting the day of confiscation). Parent pick up of phone after ten (10) school days have elapsed.
Cell Phone Use – Third Offense (includes going off if out of sight)	Three (3) days OSS and phone confiscation to end of the school year. Parent pick up of phone at the end of the school year.

**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 iPods 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 to 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.

### **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 247)**

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 guidance 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 replica's 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, boom boxes, lighters, matches, skateboards, pins, chains, safety pins, some types of scissors, glass bottles, beepers, pagers, cameras, video cameras, trading cards, playing cards, 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 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 high school/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:

Boys' Soccer – Varsity/JV/Middle School	National Honor Society
Cross Country – Varsity/Middle School	High School: “Bear Facts”
Field Hockey - Varsity /JV/Middle School	Middle School: “Bear’s Den”
Football –Varsity/JV/Freshman/Middle School	High School – The Bruin
Cheerleading – Varsity/JV	Art Club – Middle School
Girls' Soccer – Varsity/JV	Builder's Club – Middle School
Girls' Tennis – Varsity/JV	Chess Club – High School
Golf – Varsity	Chorus Ensemble – Middle School
Volleyball – Varsity/JV/Middle School	Computer Club – High School
Boys' Basketball – Varsity/JV/Freshman/Middle School	Computer Club – Middle School
Girls' Basketball – Varsity/JV/Freshman/Middle School	Dance Club – High School
Wrestling – Varsity/JV/Middle School	Debate Club – High School
Cheerleading – Varsity/JV/Middle School	Diversity Club – High School
Baseball – Varsity/JV	Ecology Club – Middle School
Boys' Tennis – Varsity/JV	Environthon – High School
Girls' Soccer – Middle School	FBLA – High School
Softball – Varsity/JV/Middle School	Fly Tying – Middle School
Track – Varsity/Middle School	GSA (Gay, Straight Alliance) – High School
Boys' Lacrosse – JV	
Girls' Lacrosse – JV	

Jazz Band – High School  
Jazz Band – Middle School  
Marching Band – High School  
Pep Band – High School  
High School Drama  
Middle School Drama  
High School Musical  
Middle School Musical  
Show Choir  
Woodwind Ensemble – Middle School  
World Language Club – High School  
National Art Honor Society

Guitar Club – High School/Middle School  
Jr. States of America  
Key Club – High School  
Leo Club – High School  
Literary Magazine – The Scrivner – High School  
Mock Trial – High School  
SADD – High School  
Scholastic Scrimmage – High School  
Science Olympiad – High School  
Video Club – High School  
National Junior Honor Society

### **National Honor Society**

Membership in the National 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 object of the Pleasant Valley High School chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encounter the development of character in all students. These qualifications epitomize the National Honor Society member.

#### **Scholarship:**

Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum Grade Point Average of 92% based on all high school credits earned. (GPA includes high school credits earned in 8<sup>th</sup> grade). This scholastic achievement shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise to or above such standard may be admitted to election on their service, leadership, and character.

A member will receive written notice if his cumulative grade point average drops below 85. If it is below 85 for one more marking period before graduation, the member will receive a letter informing him of his dismissal. A member will be allowed only one warning period. A member being considered for dismissal, however, is entitled to a hearing before the Faculty Council to explain any mitigating circumstances. If a member is dismissed by a majority vote of the Faculty Council, he is never again eligible for membership in the National Honor Society.

#### **Leadership:**

The demonstration of leadership is very important for selection. Leadership may be demonstrated by the number of offices held in both school and community activities. It may be demonstrated in other ways such as chairing or being a member of a vital committee that contributes a great deal toward a school or community activity.

#### **Service:**

The criterion of service is often defined in terms of performance. It can be demonstrated by contributions a candidate has made to school, classmates and/or the community.

#### **Character:**

Because examples of good character are difficult to illustrate, candidates are asked to obtain the signature of three members of the community who will attest to their good character.

Violation of the Honor Code could result in a student's dismissal from any national honor society.



## **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 a 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**

### Middle School 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:

- A dance sponsored by any group of students must have at least fifteen (15) teacher 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.
- Dances will be held in the cafeteria or gym. Formal approval must be given by the administration.
- 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.
- Dances are scheduled from 7:00-9:00 PM.
- 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.
- 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.
- All contracts with bands or disc jockeys must be approved as per Board Policy No. 624.
- The sponsors will see to it that the organization holding the dance cleans the complete area prior to leaving the building.
- Dances will not be scheduled during the weeknights when school will be in session on the following day.
- 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.
- Students who are reported for misconduct will face suspension from attendance at one or more subsequent dances.

- Any student, who has been suspended on the day of the dance or serving an ISS, may not attend the dance.
- 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.

### High School Dances

Regulations pertaining to the conduct of school dances are the same as the regulations of any school activity. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the principal, assistant principal, or designee.

Pleasant Valley dances are closed to the general public. Only students currently enrolled at Pleasant Valley School District in grades 9-12 will be allowed at school-sponsored dances. No outside guests will be permitted with the exception of the Senior Prom, Mistletoe Ball, and Homecoming. (See more information below)

For all school sponsored dances (on or off the school premises), once students and guests have entered the building for the dance, they may not be allowed to leave and return.

Dances are usually scheduled from 7:00 PM to 10:00 PM. Exceptions to these times are made for the Senior Prom.

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.

### Senior Prom/Sweethearts/Mistletoe Ball/Homecoming

Highlights of the school social year include the Senior Prom, the Sweethearts Dance, the Mistletoe Ball, and Homecoming. They are usually held at a neighboring resort or in a school district gymnasium and are formal affairs.

These are school-sponsored functions, and all participating individuals are subject to all school regulations. For the Prom, students in grade 12, and with permission of the administration, may invite a guest up to age 22 to attend (including Grades 9, 10 and 11). Students attending the Sweethearts Dance, Mistletoe Ball, and Homecoming may invite a guest. Invited guests must complete permission slips, which include the following information:

- A photocopy of guest's license or equivalent identification. Guests cannot be over the age of 22 prior to the 1st day of school of the current year.
- If in a school, provide name and location.
- Provide name, address and telephone number.
- Sign permission slip.
- Additionally no educational trips will be afforded the week after the prom.
- Students must provide a doctor's note if absent the first day of school after the prom.

## **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.R.E. Team. The S.H.A.R.E. 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 or the PV High School at (570) 402-1000, ext. 4011.

### **Peer Mediation**

Peer mediation is an approach to resolve conflict in which trained peers provide disputants with the opportunity to sit face to face and talk uninterrupted about a conflict they are experiencing. With the help of peer mediators, the problem is defined, solutions are created and evaluated, and an agreement is signed that addresses the interests of both sides.

The goals of peer mediation are as follows:

- For disputants to understand and respect different views
- To open and improve communication
- To develop cooperation in solving a common problem

The Conflict Mediation Program recognizes that conflict is a natural process and seeks to provide peaceful solutions to problems. This program also recognizes that students can solve their own problems and that students are responsible people. Any concerned person (peer, teacher, administrator or parent) can fill out a Conflict Mediation Referral Form and place it in the Mediation Box in the Guidance Office. Referrals may also be made by contacting a guidance counselor.

### **Library Services**

#### **Pleasant Valley High School and Middle School Libraries**

The Pleasant Valley High School and Middle School Libraries provide 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.

### **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.

## **State-Mandated Screening Tests**

Heights, weights, and vision screenings is required for all students yearly. Hearing screening tests is required for all K-3, 7<sup>th</sup> and 11<sup>th</sup> grade students. Dental screening on all students who transfer to Pleasant Valley School District whose health records do not contain an adequate dental record, and all students in grades K or 1, 3 and 7 is also mandated.

Physical examinations on all 6<sup>th</sup> and 11<sup>th</sup> grade students, student participants in the Special Olympics, student-athletes as per PIAA requirements, and upon original entry into school in Pennsylvania including all students transferring to Pleasant Valley School District from another state.

## **Health Room Procedure**

Students must have a pass and are not to come between classes. Upon entering the health room all students with illnesses, injuries, or as needed medication, are to sign in with full name and time entering the health room. All students must be evaluated prior to treatment. Students will be examined or evaluated on a first-come, first-seen basis, but medical emergencies will take priority.

If the student has an infection or disease which is contagious (e.g., pinkeye, ringworm, chicken pox, impetigo, or head lice), the student will be sent home. In order to return to school, the student will usually be required to have a doctor's note in order to gain clearance to return to school.

All students excluded from school for health-related reasons are required to check in with the nurse prior to going to homeroom on the morning they return to school.

## **Illness**

Students who become ill during the day may secure a pass from their teacher and report to the nurse. Reporting without a pass is only permissible in the case of an extreme emergency. In the event of an illness or injury whereby the student is to be sent home, the nurse will contact the parent(s)/guardian(s) and arrange for them or their designee to pick up their ill or injured child. It is then the responsibility of the parent(s)/guardian(s) to arrange for further care.

Any student, claiming illness, who leaves the building without the permission of the nurse, the principal and/or the assistant principal(s), will be considered truant and cutting class and will be subject to disciplinary action upon their return to school. A student given permission to leave school because of illness must follow the normal routine for reporting as explained in the "attendance" section.

## **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 with severe allergies, the school district depends upon the coordination of parents/guardians, health professionals, students, and staff to minimize contact with the allergen. A service plan will be prepared to provide 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 which needs to be signed by a certified physician, physician assistant, or nurse practitioner.

Prior to the first day of school and/or prior to a service agreement going into effect initially and/or with any new prescriptions during the school year, parents/guardians shall supply the school nurse with updated medical protocols and appropriate school district medical forms, as well as prescribed medications in their original pharmacy containers pursuant to school district policy.

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.*

### **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.

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 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 the disciplinary action as set forth therein.

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.

**Immunization Requirements**

As per PA Department of Health immunization regulations the following immunizations are required:

4	Doses of tetanus* (1 dose administered on or after the fourth birthday)
4	Doses of diphtheria* (1 dose administered on or after the fourth birthday)
3	Doses of polio vaccine (IPV or OPV)
2	Doses of measles**
2	Doses of mumps**
1	Dose of rubella – German measles**
3	Doses of hepatitis B vaccine (There must be at least 24 calendar days between doses 1 & 2, two months between doses 2 & 3, and a minimum of 4 months between doses 1 & 3.)
2	Doses of varicella (chicken pox) vaccine administered no greater than 4 days prior to age 12 months or older, or chickenpox immunity proven by laboratory testing or a written statement of history of chickenpox disease from a parent, guardian, or physician.
	*Usually given as DTP or DtaP or DT Td
	**Usually given as MMR

Children ENTERING 7<sup>th</sup> grade will need the following:

- One (1) dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since their last tetanus immunization)
- One (1) dose of meningococcal conjugate vaccine (MCV4)

**Exclusion From School**

A child may attend school provisionally if evidence of a least 1 dose of each vaccine (measles, mumps, rubella, polio, tetanus, and diphtheria and hepatitis B) and a plan for completion of the remaining doses of vaccine is provided to the school. No 7<sup>th</sup> grade student may enter without evidence of chickenpox immunity.

**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 insure 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 112)**

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.