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District Contact Information

Pleasant Valley Elementary School

570-402-1000 x 6001

476 Polk Township Road

Kunkletown, PA 18058

Principal: Ms. Erica Greer

Assistant Principal: Mr. Roger Pomposello

Dean of Students: Ms. Valerie Rudawski

Pleasant Valley Intermediate School

570-402-1000 x 3001

444 Polk Township Road

Kunkletown, PA 18058

Principal: Mr. Todd VanNortwick

Assistant Principal: TBA

Dean of Students: Ms. Kelli George

District Office

570-402-1000

2233 Route 115 Suite 100

Brodheads ville, PA 18322

Superintendent of Schools: Ms. Carole Geary

Assistant to the Superintendent for Curriculum and Instruction: Mr. Kenneth Newman

Human Resources Director: Dr. John Burrus

Business Manager: Ms. Susan Famularo

Director of Special Education: Ms. Cheryl Caines

Reading Supervisor: Ms. Keri Ramsay

Math Supervisor: Ms. Shavonne Liddic

Director of Support Services: Mr. Joshua Krebs

Elementary/Intermediate Student Handbook

General Information

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

School Admission

Children may be admitted into kindergarten if they are five years old on or before August 31, 2016.

Registration of Students

Pre-Registration for Kindergarten 2016 begins in September 2015. Pre-Registration is recommended to participate in the Ready, Set, Read Now! Pre-k Program. Registration for Kindergarten begins in the spring. If you are new to the area, you should register your child(ren) as soon as possible, especially during the summer months. The school district registration office is located at the district administration building. Office hours for registration are 8:00 AM to 4:00 PM by appointment only.

At the time of registration you must bring your child's(ren's) birth certificate, passport or baptismal certificate, proof of residency, and immunization information. The telephone number for registration and registration questions is 570-402-1000 extension 4010.

District Calendar

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

School Hours

PVE	PVI
AM Kindergarten students attend school from 9:07AM-12:30 PM	Students in grades 4-6 at PVI will attend school from 8:47 AM-3:45 PM
PM Kindergarten students attend school from 12:35-3:52 PM	
Students in grades 1-3 at PVE will attend school from 9:07 AM until 3:52 PM	

Six Day Cycle

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

"No School for Students" Days

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

Unscheduled School Closings/Early Dismissal

Unfavorable weather conditions or other emergencies require school closing periodically throughout the school year. Information will be announced by local television and radio stations, district website (www.pvbears.org)/ social media, and an automated call to all families of students attending Pleasant Valley School District.

Parents/Guardians should always prepare for the possibility of school closings that may occur during the school day. Please make sure that your child has an early dismissal plan. Your child may need to go home if an emergency develops at school. School days lost for such reasons will be made up according to the school calendar, as decided by the Board of Education.

Please make sure that your correct contact information is up to date in the building office so you are receiving automated calls at the appropriate phone number(s).

Delayed School Opening

Occasionally when there is inclement weather, it is necessary for Pleasant Valley to delay school opening (1 Hour Delay, 2 Hour Delay) or cancel school. When this occurs, the delay or cancellation will be announced by local television and radio stations, posted on the district website (www.pvbears.org), social media, and an automated call will be made.

Please make sure that your correct contact information is up to date in the building office so you are receiving automated calls at the appropriate phone number(s).

In the event of a delay, Kindergarten will operate on a Modified Kindergarten Schedule as follows:

K-3 Schedule for One-hour Delay

- Classes will begin one hour later with no real disruption to the day.
- Specials will begin at 10:42 AM (beginning of period 3). Lunch and the Kindergarten day will otherwise go as normal.
- Breakfast IS served when school is delayed for one hour.

K-3 Schedule for Two-hour Delay

- Classes will begin two hours later.
- Breakfast is NOT served when school is delayed for two hours.
- Specials begin at 11:19 AM (beginning of period 4).
- Kindergarten will follow the modified schedule as described below.

Modified Kindergarten Schedule

We provide a modified Kindergarten schedule that will yield shorter sessions, but allow for no loss of the AM classes. In the event the school district implements a two-hour delay, we will operate under the following time schedule. Please note this schedule and post it in a prominent place in your home.

Kindergarten Two-hour Delay

AM pickup time two hours beyond normal time

PM pickup time one hour beyond normal time

AM buses arrive ~ 11:07 AM

PM buses arrive ~ 1:35 PM

AM classes begin ~ 11:19 AM

PM classes begin ~ 1:47 PM

AM dismissal ~ 1:30 PM

PM dismissal ~ 3:47 PM

(one hour later than normal)

School Bus Transportation

Our school district utilizes the services of First Student to transport our students. First Student, based in Cincinnati, Ohio, is one of the leading transportation companies in the United States. The school district and First Student work together to provide safe and efficient school bus transportation for all students. First Student may be contacted directly at 570-402-2282. We encourage parents/guardians to contact their child's school first regarding questions/concerns relating to school bus transportation.

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

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

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

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

Both PVE and PVI have specific arrival and dismissal procedures. Some helpful information for parent drop-off and parent pick-up include:

1. Be Alert at ALL times.
2. When driving on school property, please maintain a safe speed limit of 15 miles per hour or less.
3. Students are not permitted in the building prior to the assigned start time.
4. Children should never be dropped off and left unattended prior to the start of the school day.
5. Advanced notice, preferably in writing, should be provided with the date, child's name, name of the individual picking up, teacher's name and time of pick up.

6. A child will only be released to individuals listed on the emergency contact information. Please update your child's emergency contact information regularly by contacting the main office of your child's school.

Use of Electronic Equipment

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

However, at PVI, students must store these devices in their lockers in the off position unless otherwise permitted by appropriate school authorities to use during instructional time. For more detailed information, please refer to Pleasant Valley School District policy number 237-AR-2 *Personal Mobile Electronic Devices in the School Setting*.

Cafeteria Program

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

Cost for breakfast – Daily = \$1.25
 Reduced = \$.30
 10-Day Ticket = \$11.50
 Milk Only = \$.50

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

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

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

Student Attendance and Absences

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. Reasonable cause for absences include: illness, death in the immediate family, quarantine, impassable roads (as approved by superintendent or designee), an approved educational trip or tour, recovery from an accident, required court attendance, weather so inclement as to endanger the health of the child, suspensions from school, official religious holidays observed by the student's religious group, participation in school-sponsored events, and exceptionally urgent reasons that affect the

child. Any time a student is absent from school, a written excuse including the following information must be sent to the child's teacher within three days:

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

*At PVI, a receipt will be issued to the student once the written excuse note is received in the office.

If the excuse is not sent to the office within three days following the date of return to school, the absence will be considered unlawful.

After three unlawful absences, a citation may be issued and parent/guardian attendance may be required at a school district initiated truancy elimination meeting. A Truancy Elimination Plan (TEP) may be developed when a student's attendance exceeds three unlawful absences or when a student's cumulative absences become excessive. Excessive absences may lead to retention.

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

1. Present a written signed note to the main office prior to the appointment.
2. The student must be properly signed out by the parent/guardian before leaving the building.
3. When a student returns to school, he/she must be properly signed into school.

It is standard practice for the schools' main offices to call home when a student is absent and/or when absences are accumulating. This is to fulfill the schools' responsibility to monitor student attendance and keep open lines of communication. Parents/Guardians are also urged to call the school if they know their child will be absent for an extended period of time.

A doctor's note may be required for six or more consecutive days of absence or when a student has an excessive number of absences. Cumulative absences of eighteen days or more may interfere with the student's successful completion of their assigned grade or learning of necessary skills and as a result, retention may be considered.

For more information, see Board Policy No. 204.

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 the date of the trip. If you're unable to stop in the school's main office, the form can be sent home upon request with your child. Please note that the student absence for travel must be pre-approved by the building principal and/or designee.

Tardiness

It is important that all students arrive to school on time. If a student is tardy, the parent/guardian will be asked to provide a written excuse. A record of the time arrived and reason for late arrival will be maintained. Minutes tardy will accumulate and may result in truancy proceedings. At PVI tardiness begins at 9:07AM. At PVE tardiness begins 9:18AM.

Sign in/Sign out Sheet

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

Emergency Procedures

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

It is very important that your child's emergency contact information is up-to-date and accurate. If you need to change your child's emergency contact information this may be done on the Home Access Center by going to www.pvbears.org or by contacting the main office of your child's school.

Custody

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

Standardized Dress Code

Proper attire is expected to be worn by all students to foster the best environment for learning. To ensure that students observe basic rules of personal hygiene and dress in the manner that will not disrupt the educational process, the standardized dress policy shall apply. The standardized dress code policy may be accessed on the school district's website (www.pvbears.org) and is also available at each school's main office. Pleasant Valley also offers assistance for students in need of standardized dress support. A form for dress code assistance is available on the school district's website or by contacting the Pleasant Valley Business Office. If approved, parents/guardians will receive a voucher for each child attending the school district to be used towards clothing items from each school's Cub Closet.

QUICK REFERENCE GUIDE FOR STUDENT DRESS

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.
 - 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, and 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 another 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 Physical Education 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 Physical Education 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

Student Code of Conduct

We take great pride in our school and the behavior of our students. Courtesy is to be observed at all times and in all situations, without exception. In order to provide a positive learning experience so that all students can receive the best education possible in a safe and orderly setting, certain types of behavior are prohibited. Actions on the part of our students that reflect negatively on our school are taken seriously and are addressed immediately. When in the school setting, students must:

1. Follow directions and all school rules.
2. Keep hands and feet to self.
3. Walk; do not run, while in the school.
4. Respect the feelings and property of others.
5. Keep the building clean.

Discipline

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

Parents/guardians are encouraged to join the elementary/intermediate faculty and staff in reinforcing and supporting positive and respectful behavior. The Positive Behavior Support program is implemented in grades K-6 to help students make the best choices regarding behavior.

The building expectations are as follows:

PVE PAWS (Grades K-3)

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

PVI Gimmie 5 (Grades 4-6)

1. Show Respect
2. Be Responsible
3. Make Good Choices
4. Show Pride
5. Be Ready to Learn

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

The Pleasant Valley School District has established Board policy outlining a progressive discipline model for handling student behavior. Parents/Guardians should become familiar with these policies and procedures.

All school district policies are available on the school district website at www.pvbears.org for your reference.

Acceptable Use of School District Computers or Related Technology Policy (Board Policy No. 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 offense and may result in disciplinary action.

Anti-Harassment/Anti-Bullying Policy (Board Policy No. 248 and No. 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 overtime 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 administration or other school personnel. The school principal and/or designee shall immediately complete a confidential investigation of the alleged bullying behavior, which should include interviewing the alleged bully, potential witnesses and potential victim.

Drug/Alcohol/Drug Paraphernalia Policy (Board Policy No. 227)

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

Fighting Policy (Board Policy No. 218)

Students should make every effort to avoid fighting. They should seek help from any staff member of the school. Any student who engages in fighting may be suspended from school. In cases when it is possible to determine the identity of the aggressor, a more severe consequence may be issued to that student. Verbal harassment is not an excuse to initiate physical contact. In these situations, both students may be suspended or more severe consequences could occur.

Threatening Behavior Policy (Board Policy No. 218.2)

Threatening behavior against anyone is taken very seriously by the school district. If the school district believes the 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 the parents/guardians to 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 the child is not a threat to himself/herself or others. A school counselor can provide the name(s) and the 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.

Vandalism (Board Policy No. 218)

Students are expected to respect the property of others and take responsibility for damage they do to the property of others. These offenses will be referred to the proper authorities and result in school discipline of the student.

Weapons Policy (Board Policy No. 218.1)

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

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

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

Student Records (Board Policy No. 216)

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.

There is a procedure for correction, addition, or challenge of the record when permission from the parent/guardian or the student (If over 18 years of age) is needed for release of records outside the school district. Exemptions are as follows: if the student transfers out of the school district; if the school district receives a subpoena; if the student seeks admission to a post-secondary school, and if the directory information is sought in the case of an emergency or police matter. Specific additional policy information may be accessed on the Pleasant Valley School District website regarding student records at www.pvbears.org.

Video Surveillance (Board Policy No. 226.1)

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

Gift Buying

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

Lost and Found

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

School Pictures

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

Volunteers/Parent Teacher Organization (PTO)

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

Individual schools also hold monthly PTO meetings. Check your school calendar for dates and times of PTO meetings at each school. All parents/guardians are encouraged to attend the meetings at their child's school. Your attendance at these meetings is important both to learn about what is going on in our schools and to provide support to the children. Any and all parents are welcome to come and give their support. Please contact your child's classroom teacher or the main office of your child's school to sign up to volunteer.

For more information, see Board Policy No. 916.

Instructional Academic Programs

K-6 Reading / Language Arts

It is the goal of the Pleasant Valley School District to provide students with rigorous instructional opportunities aligned with the Pennsylvania Academic Standards. Our Reading /Language Arts instruction consists of three primary components. The first component is the "Core". The Pleasant Valley Elementary and Intermediate schools use the Houghton Mifflin Journeys series as the core instructional program. The core is a scientifically research-based program that aligns with the PA Academic Standards and covers reading, writing, spelling, and grammar. This component of Reading/Language Arts instruction accounts for at least 90 minutes of a first through sixth grade students' schedule and 50 minutes of a half day Kindergarten students' schedule.

The second component of our Reading/Language Arts instruction is "Small Group" instruction. During this time, students who demonstrate a need for additional support in any of the core concepts may be seen by the classroom teacher or Reading Specialist in a small group of no more than 5-7 students to receive additional Reading/Language Arts instruction. The remainder of the students not working in a small group will be working independently or in peer groups on activities directly aligned with the core. Students who are working below level will be met with by a teacher in small group daily for at least 20 minutes. Students who are on level or working above level will be met with by the teacher in a small group at least 1 time per 6 day cycle for 20 minutes. These groups are flexible and change as the needs of the student change. Small group is scheduled for 40 minutes in all first through third grade schedules and 50 minutes in ½ day kindergarten schedules. In fourth, fifth and sixth grade, small group instruction occurs approximately 15-20 minutes daily.

The final component of Reading/Language Arts instruction is Reading Remediation. Reading Remediation is designed to provide students an opportunity to work with a classroom teacher or Reading Specialist to remediate skill deficits. This instruction is targeted on the specific needs of students based on diagnostic assessment data. Every student is given a benchmark screener assessment three times per school year. This assessment is designed to help teachers and school administrators identify students in need for support.

K-6 Mathematics

Mathematics instruction in the Pleasant Valley Elementary and Intermediate Schools consists of two components. The first component is the “Core”. Just like Reading/Language Arts, the core in Math is the instruction that all students receive. The Pleasant Valley Elementary and Intermediate Schools implement the GoMath series by Houghton Mifflin. This instruction is designed to meet the needs of all students while aligning with the Pennsylvania Academic Standards. This instruction occurs for at least 60 minutes each day for first through sixth grade and 20 minutes in half day kindergarten.

The second component of Mathematics instruction in the Elementary Division is Math Remediation. During this time, students who demonstrate a weakness in a skill will be taught in a small group of up to 5-7 students to work on the skill. These groups are flexible allowing students the opportunity for extra help as needed and align with the core math skills. During this time the classroom teacher works with the remainder of the class to enrich and/or remediate the core math skill. This instruction occurs for 35 minutes every other day in the six day cycle for grades 1-3. In grades 4-6 this instruction occurs for 20 minutes daily.

K-6 Science

In grades K-6 our science instruction is based on inquiry. This is accomplished through the students participating in a series of experiments, journaling observations and class discussions on the observations. Through this process students learn about the scientific process and concepts relative to the Pennsylvania Academic Standards.

K-6 Social Studies

The overall goal of the K-6 Social Studies program is that students will achieve a greater understanding of themselves and others in the global society we live. This instruction occurs through the content and process delivered in Social Studies class and through reading and writing in the core Reading/Language Arts program. All social studies instruction aligns with the “Big Ideas” identified in Pennsylvania Academic Standards.

K-6 Special Areas

	Kindergarten	First	Second	Third	Fourth	Fifth	Sixth
Art	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>
Health and Physical Education	<i>1 period per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods of PE; 1 period of Health per 6 day cycle</i>	<i>2 periods of PE; 1 period of Health per 6 day cycle</i>	<i>2 periods of PE; 1 period of Health per 6 day cycle</i>
Music	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>2 periods per 6 day cycle</i>	<i>1 period per 6 day cycle of Music or Band</i>	<i>1 period per 6 day cycle of Music or Band</i>	<i>1 period per 6 day cycle of Music or Band</i>
Library	<i>2 periods per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>By Appointment</i>	<i>By Appointment</i>	<i>By Appointment</i>
Technology					<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>	<i>1 period per 6 day cycle</i>

Online Resources

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

Instructional Grouping and Student Placement

The Pleasant Valley School District rationale for grouping students is to create a classroom environment that is conducive to learning and teaching. Class composition consists of heterogeneously grouped students based on academic performance. This approach maximizes the use of instructional time and takes into consideration that students learn from each other as well as from the teacher. We always value information you may feel is important to the placement of your child; but cannot honor requests for specific teachers. The types of information you may want to share are:

- Health or medical needs
- Family changes
- Peer interactions
- Specific social, emotional, or educational needs

Please contact the guidance department at the school your child will be attending to discuss or share this information.

Field Trips

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

Homework

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

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

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

Multidisciplinary Team

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

Special Education and Gifted Services

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

Title I

The goal of Title I, a federally assisted program, is to provide supplemental instruction for all students in meeting grade level benchmarks in Reading and Mathematics instruction. Currently Pleasant Valley Intermediate is the only building in the Pleasant Valley School District participating in the Title I Program. Parents/guardians are encouraged to be a part of the Title I school-wide planning committee at PVI.

English Language Learners (ELL)

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

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

STUDENT EVALUATION AND RECORD KEEPING

Assessment

The Pleasant Valley School District uses assessment information to:

1. Provide information to the Board of Education and the community on the level of education attainment/measured ability of students in the Pleasant Valley School District and comply with various federal or state mandates.
2. Provide information on in-school performance to teachers, students, and families for the purposes of educational planning.

3. Provide information to educators in the schools on student performance in specific curricular areas for the purpose of curriculum planning, modification, and the annual determination of each student's academic progress.
4. Provide educators in the schools with information about individual students upon which to base competent decisions about appropriate instructional interventions.
5. Provide information to educators in the schools to assist in the strategic planning process.

Local, nationally-normed and state-wide assessments are used.

Parent-Teacher Conferences / Grade Reporting

Parents/guardians will have the opportunity to attend parent-teacher conferences in the fall and spring of the school year. All parents/guardians are encouraged to attend. The conferences will be approximately 15-20 minutes, and may include individual and/or teams of professional and support staff.

As students get older, we are teaching them to be involved in their education through assuming more responsibility for their own learning. Through the process of self-assessment, we believe that students will learn to set realistic and challenging goals which will establish goal setting as a necessary lifelong skill. The education of a child is a three-way commitment which is why we believe that children, parents and teachers are essential participants in this process and intermediate level students may be asked to attend the parent-teacher conference.

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.

PVI Parents/guardians of students in grades 4-6 are encouraged to utilize the school district's Home Access Center (HAC) to track their child's academic progress. Should you ever have any questions regarding your child's progress in school, please contact his or her teacher or school counselor.

School Counselor

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

PVSD Elementary Profile Key

K – 6 Progress toward end of year school district expectations

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

4 – 6 Grading Scale

A	92 – 100	D	65 - 73
B	83 – 91	F	Below 65
C	74 - 82	I	Incomplete

Distinguished Honor Roll = average of all marks is 92 or higher and no grade lower than an 85 in any one subject.

Honor Roll = average of all grades is 87 or higher and no grade lower than 80 in any one subject.

STUDENT HEALTH

State Mandated Reporting Requirements

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

Health Services

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

What Happens in the Health Room

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

State-Mandated Screening Tests

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

Severe Allergies

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

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

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

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

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

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

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

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

Medication Policy

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

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

- Students requiring medication during school hours must have authorization from their physician on file in the nurse's office and the authorization must include the following:
 - Date
 - Full name of student

- Name of medication
- Prescribed dosage
- Time schedule for administration
- Length of time (duration) to be given
- Diagnosis
- Possible side effects
- Additional medication currently prescribed
- Special conditions
- Signature of physician and address and telephone number (including fax number, if possible).
- Orders signed by a certified registered nurse practitioner (C.R.N.P.) must include an official office stamp or be submitted on official office letterhead that includes the name and address of the physician.
- Signature of parent(s)/guardian(s)

Medication must be in the original container from 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.

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, children in all grades are required to be properly immunized.

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

*Usually given as DTP or DtaP or DT Td

** Usually given as MMR.

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

Children ENTERING 7th 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 (MCV)

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 7th 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.

SUGGESTIONS ON BUILDING HOME/SCHOOL COMMUNICATION

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

Some things to think about:

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

ELEMENTARY PROFESSIONAL DEVELOPMENT SCHOOL PARTNERSHIP

For the past 15 years, the Pleasant Valley School District and East Stroudsburg University have been partners in the development of an Elementary Professional Development School Collaborative. The goals of the Professional Development School (PDS) are to enhance the learning of all children, to prepare more effective beginning teachers, and to provide ongoing professional development for veteran teachers and university faculty.

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

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

