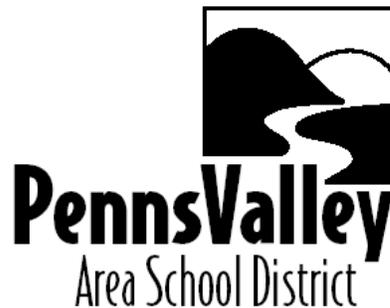


**Penns Valley Area
High School**

STUDENT HANDBOOK

2018-2019



Rural Living ... Progressive Education

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Our Mission

Empowering our students every day to reach individual success

Our Vision

The Penns Valley Area School District is a rural and progressive community dedicated to the well-being of each student. We seek to create engaged, passionate, and motivated life-long learners who will become contributing members of society. We are committed to effective communication within a supportive and trusting environment that will create a shared understanding between all members of the school community.

Our Beliefs

We believe that...

- Our primary responsibility is to engage, motivate and impassion learners.
- A safe, caring, nurturing and comfortable environment promotes learning.
- The educational process is best served when we respect and embrace the differences among all people.
- Our partnered school community shares the responsibility for quality education and high performing schools.
- Excellence is best-achieved and maintained by inspiring our staff through effective leadership, teamwork and the appropriate provision of resources.
- A culture of continuous improvement promotes student achievement.
- Learning happens in different ways and from different starting points, and becomes a life-long process.

The Penns Valley School-Wide Positive Behavior Support System (SWPBS): Acknowledgements and Consequences for Expected Universal Behaviors

The School-wide Positive Behavior Support System is a proactive approach to discipline based on the idea that students can benefit from well implemented, evidence-based practices for promoting appropriate student behavior thus establishing an environment conducive for learning. By providing a positive focus and universal expectations for encouraging desirable student behaviors, SWPBS can help maximize the time students are engaged in relevant learning activities.

SWPBS has been established to create a system of supports for **all** students in the school. It is based on practices which emphasize teaching and reinforcing expected universal behaviors and providing targeted interventions for students with behavioral/emotional support needs. SWPBS is characterized by several effective and efficient practices such as planned, positive interventions, managed (or eliminated) antecedents contributing to inappropriate behavior, multiple opportunities for positive, corrective feedback, and directly taught, frequently practiced, routinized pro-social behaviors for automaticity. Research supports that a positive, direct instructional approach is more effective than traditional punishment-based alternatives in improving students' academic success and improving overall school climate (Horner, 2000; Myers, 2001). In SWPBS, a predictable framework for behavior infractions is followed consistently by all staff in a professional manner throughout the entire school. Consequences are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she has made. The consequences are managed on a continuum matched to the intensity of the misbehavior. Acknowledgements/incentives are used to reward appropriate behaviors that support the school-wide behavioral expectations.

Expected Universal Student Behaviors:

	R espect Self and Others	A ccept Responsibility	M aintain Integrity	S trive for Excellence
Hallway	<ul style="list-style-type: none"> * Avoid physical contact * Avoid distracting students in the classrooms * Use appropriate language 	<ul style="list-style-type: none"> * Always have your planner * Only have backpacks upon arrival and dismissal of the building 	<ul style="list-style-type: none"> * Display affection appropriately * Assist in keeping safety and order 	<ul style="list-style-type: none"> * Keep hallways clean
Cafeteria	<ul style="list-style-type: none"> * Keep all food to self * Use appropriate words, tone, and volume 	<ul style="list-style-type: none"> * Dispose of trash 	<ul style="list-style-type: none"> * Use appropriate language * Take pride in the area 	<ul style="list-style-type: none"> * Make wise choices
Classroom/ RAM time	<ul style="list-style-type: none"> * Communicate positively * Use appropriate words, tone, and volume 	<ul style="list-style-type: none"> * Be on time * Bring all materials to class * Always have your planner * Complete all assignments 	<ul style="list-style-type: none"> * Do your own work * Tell the truth 	<ul style="list-style-type: none"> * Effort equals success * Focus on expected task
Bus	<ul style="list-style-type: none"> * Obey driver * Keep body inside of the vehicle * Stay in assigned seat 	<ul style="list-style-type: none"> * Be on time * Maintain cleanliness 	<ul style="list-style-type: none"> * Report unsafe behaviors * Assist other students 	<ul style="list-style-type: none"> * Be respectful
Locker Room/ Gym/ Restrooms	<ul style="list-style-type: none"> * No horseplay * Avoid physical contact * Use appropriate words, tone, and volume * Adhere to classroom expectations 	<ul style="list-style-type: none"> * Secure your belongings * Keep area clean 	<ul style="list-style-type: none"> * Maintain focus on the task at hand * Assist in keeping safety and order 	<ul style="list-style-type: none"> * Consistently follow procedure
Auditorium/ Assembly	<ul style="list-style-type: none"> * Pay full attention to performance/presentation * Avoid physical contact * No food or drink * Be quiet 	<ul style="list-style-type: none"> * Ask appropriate questions 	<ul style="list-style-type: none"> * Represent PVHS in an honorable and positive manner 	<ul style="list-style-type: none"> * Show appreciation of the presentation
Offices Spaces	<ul style="list-style-type: none"> * Use appropriate words, tone, and volume 	<ul style="list-style-type: none"> * Always have your planner 	<ul style="list-style-type: none"> * Avoid missing class time if possible 	<ul style="list-style-type: none"> * Make wise choices
Building Campus/ Parking Lot	<ul style="list-style-type: none"> * Follow safe driving guidelines 	<ul style="list-style-type: none"> * Keep campus clean 	<ul style="list-style-type: none"> * Report unsafe behaviors 	<ul style="list-style-type: none"> * Show school pride

Behavior Management:

<p style="text-align: center;">Classroom Managed Minor</p>	<p style="text-align: center;">Office Managed (Major: Require Immediate Referral)</p>
<p>Not following classroom rules</p> <ul style="list-style-type: none"> • Any violation of the posted classroom rules 	<p>Tardy/Attendance</p> <ul style="list-style-type: none"> • Excessive Tardiness to class
<p>Food/Drink – water only</p> <ul style="list-style-type: none"> • Bringing any non-authorized food/drink into the classroom 	<p>Theft of Property:</p> <ul style="list-style-type: none"> • Student is in possession of, having passed on, or being responsible for removing someone else's property
<p>No homework</p>	<p>Physical Aggression (peers, staff, self)</p> <ul style="list-style-type: none"> • Throwing objects • Kicking • Hitting • Threats • Fighting
<p>Insubordination</p> <ul style="list-style-type: none"> • Work Refusal • Not following directions • Talking back • Arguing 	<p>Electronic Devices/Cell Phone Violations</p> <ul style="list-style-type: none"> • Student engages in inappropriate (as defined by the school) use of cell phone, pager, music/video players, cameras, etc.
<p>Lying</p>	<p>Running Away</p>
<p>Cheating</p>	<p>Cheating – Teacher Discretion</p>
<p>Class Disruption</p> <ul style="list-style-type: none"> • Noises • Talking out 	<p>Computer Misuse</p> <ul style="list-style-type: none"> • Accessing non-authorized material
<p>Minor Physical Actions</p> <ul style="list-style-type: none"> • Non-serious, but inappropriate physical contact 	<p>Threats</p> <ul style="list-style-type: none"> • Bomb/False Alarm – student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion • Arson – student plans or participates in malicious burning of property

<p align="center">Classroom Managed Minor</p>	<p align="center">Office Managed Major; Require Immediate Referral</p>
<p>Tardy for class</p> <ul style="list-style-type: none"> • Student is late (as defined by the school) to class 	<p>Harassment/Bullying</p> <ul style="list-style-type: none"> • Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes • Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnicity, disabilities or other personal matters
	<p>Vandalism</p> <ul style="list-style-type: none"> • Student participated in an activity that results in destruction or disfigurement of school property
<p>Inappropriate Language</p> <ul style="list-style-type: none"> • Profanity • Verbal messages that include swearing, name calling or use of words in an inappropriate way 	<p>Weapons Violation</p> <ul style="list-style-type: none"> • Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm
<p>Dress code violations</p> <ul style="list-style-type: none"> • Any violation of the written dress code 	<p>Dress Code Violations</p> <ul style="list-style-type: none"> • Severe violations and/or disrespect to staff
	<p>Drug/Alcohol/Tobacco Violation</p> <ul style="list-style-type: none"> • Student is in possession of or using drugs, alcohol, or tobacco
	<p>Repeated Classroom Violations/Excessive behavior</p>

Behavior Acknowledgement Matrix*:

Type	What (examples)	When	Where	Who	Cost
High Frequency	RAMS Card -Placed in appropriate container for grade level Weekly Rewards -Homework extension -Lunch table -Parking space (11/12) -Ticket for sporting event -Free hot dog & drink at game -First in line at lunch (7/8) -RR of choice	Daily reinforcement of Positive Behaviors	Everywhere -Cafeteria -Locker Room/Gym -Classroom -Hallway -Bus -Auditorium	Everyone Participates In Charge -SWPBS Team	
Monthly	-Gift cards -Prom tickets (11/12) -PV apparel -Cafeteria surprise -Sporting event monthly pass -Dance tickets -Open gym during RAM -Chill zone	RAMS cards pulled from containers once/month	Designated containers for each grade period	SWPBS Team/ All students who received RAM cards throughout the month are eligible.	-\$250.00 from IU Donation from clubs
Surprise Celebration	-Challenge Day -Dodge Ball Tournament -Ice Cream Sundaes	Once or twice per year	GYM	Any student who has not had a referral in the past month	

*This is a sample of what the Behavior Acknowledgement Matrix may represent.

RULES AND REGULATIONS

Refusal to obey the rules and regulations that are outlined in this handbook may result in suspension from school. A student will be allowed to return to school only after a conference with parents/guardians and school administrators has occurred. Final approval for a student's return to school is the principal's discretion. Specific rules of conduct described by the STUDENT HANDBOOK are not an exhaustive list of violations. The list of violations is a brief summary describing the type of conduct while at school that is subject to punishment.

ACCIDENT/HEALTH INSURANCE

Accident insurance is available for purchase by all students. It is recommended that students whose parents/guardians do not have health care policies from another source consider purchasing this insurance. Plans are available for either the school day only or for twenty-four hour coverage. The school district no longer carries insurance coverage on interscholastic sports and other related activities.

CHIP health insurance

Pennsylvania offers affordable, comprehensive health care coverage to **any** uninsured child and teen up to age 19. If you qualify, you can get CHIP for free or for a small monthly payment. Either way, no cost or low cost, there are no co-payments or deductibles.

Coverage includes:

Immunizations	Durable medical equipment
Routine check-ups	Substance abuse treatment
Prescription drugs	Partial hospitalization for mental health services
Dental, vision, hearing services	Rehabilitation therapies
Emergency care	Home health care
Mental health benefits	
Up to 90 days hospitalization/year	

If you would like to inquire about insurance, the hotline number is 1-800-986-5437. The website is www.chipcoverspakids.com.

ADDING AND DROPPING OF CLASSES

Despite careful planning with regard to scheduling it sometimes becomes necessary for a student to drop or add a course.

1. All schedule changes must be requested through the Counseling Office two (2) weeks prior to the start of school. Emergency changes will be considered on an individual basis by a team consisting of principals and school counselors.
2. A student may drop a nine-week course within the first five days without receiving a penalty. A student who drops a nine-week course after the five day drop period will receive a WF (withdraw failing) grade on his/her high school transcript. A grade of WF is calculated as a failing grade for the duration of the course. The failure is included in the computation of the student's grade point average.
3. A student may drop a semester or yearlong course within the first ten days without receiving a penalty. A student who drops a semester or yearlong course after the ten day drop period will receive a WF (withdraw failing) grade on his/her high school transcript. A grade of WF is calculated as a failing grade for the duration of the course. The failure is included in the computation of the student's grade point average.

AGENDA PLANNERS/ HALL PASSES

The agenda planner is intended to be used as an instructional tool. Teachers may require the use of the agenda planner in order to meet course objectives, and may hold students accountable for its use through grading procedures. Hall passes, which must remain within the planner, will be required for students to move about the building.

Each student will be issued one planner at no charge. Replacements may be purchased in the main office for a fee. Students are responsible for the maintenance of their own planners. Students are prohibited from using another student's planner. Inappropriate use of a planner is subject to disciplinary action which may include detention, suspension, and/or replacement fees.

- All students are required to use the hall passes in their agenda planners to be able to leave their classrooms.
- Teachers who allow students to leave their classroom must code, initial and record the time on the student's pass in the appropriate space.

- Students may expect teachers or principals to ask for a hall pass at any time. Students without passes will be taken to the office or taken back to the room from which they came.
- Any student found to be violating their pass privileges will receive consequences appropriate to the violation.

ALTERNATIVE EDUCATION

1. Referrals

Referrals are accepted to alternative educational settings for students in grades 7 through 12 with no discrimination based on sex, race, handicap, color, ancestry, religious creed, or national origin.

Children are accepted who are experiencing social, behavioral, and/or educational problems. Common problems include but are not limited to delinquency, substance abuse, truancy, and school misbehavior.

2. Attendance

The minimum amount of time to be spent at an alternative placement is one marking period or its equivalent of 9 weeks, or 45 school days.

3. Behavioral Expectations

When a student is assigned to an alternative placement, the student is prohibited from participating in, being a spectator of, or attending any after school activity on school district property, including scheduled events held at other schools or locations. This “social probation” is in effect until the student successfully completes the alternative program and returns to the regular education program.

Once the student has successfully completed the alternative program and has returned to regular education, the “social probation” will be lifted.

When the student returns to the regular education program, the student will be placed on “behavioral probation.” What this means for the student is that any serious behavioral infraction could result in being reassigned to the alternative program or expulsion.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

Athletic and extracurricular activities include all sports participants, cheerleaders, members of all musical programs, choirs and band, color guard and silks, majorettes, athletic and extra-curricular managers, student trainers, and drama participants. The athletic director will be responsible for monitoring the eligibility

of athletes, managers, student trainers, and cheerleaders. Advisors for other activities are responsible for monitoring the eligibility of their own group participants. To be eligible for interscholastic athletic competition and/or extracurricular activities, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Regulations that affect eligibility for Penns Valley Area High School students, cyber students, and homeschool students in all athletic and extra-curricular activities are defined below:

1. **Weekly Eligibility**

- When a student is failing more than one subject of all subjects taken, his/her name will appear on the weekly failure list and he/she becomes ineligible for participation in interscholastic athletics or extra-curricular activities.
- Eligibility shall be cumulative from the beginning of each grading period and shall be reported on a weekly basis.
- In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next Saturday.

2. **Eligibility at the End of the Grading Period**

A student must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period based on final grades for the preceding school year. A student who fails to meet this requirement will lose eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

3. **New Student Must Meet Eligibility Requirements on Curriculum**

Students who are enrolled for the first time must comply with the eligibility requirements defined in this hand book. The student's cumulative curriculum work from the preceding week, the preceding grading period or the preceding year will determine eligibility. This information will be obtained from the records received from the last school that the student attended.

4. **How Absence Affects Eligibility**

A student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest or extracurricular activity until he/she has been in attendance for a total of 45 school days following his/her twentieth day of absence. Exceptions can be made where there is a consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as

amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the district committee. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

5. **How Daily Attendance Affects Eligibility**

In order to be eligible to participate in extracurricular activities, practices or performances, students must:

- Provide documented excuse (an excuse written by a doctor or other official documentation pre-approved by an administrator) for arriving late or leaving early. **A parent note is NOT acceptable.**

Please note that students sent home due to illness through the nurse are not eligible to participate in after school activities on that day.

6. **General Behavioral Expectations of Student Athletes**

Athletes are governed by the Penns Valley Area School District Code of Conduct. This document must be signed by the student and the parent or guardian in order for the student to participate.

ATTENDANCE PROCEDURES

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident of any school district between the age of six (6) and twenty-one (21) may attend the public schools in the district. The compulsory school laws of Pennsylvania require that every child between the age of eight (8) and seventeen (17) shall be in school. However, once a student is enrolled, that student and parents/guardians are subject to the attendance policy. Attendance is also governed by Board Policy 204.

Students are only marked “tardy” to school up until 8:30 a.m. After 8:30 a.m. students who miss up to 1.75 hours are marked for a quarter day absence, students who miss more than 1.75 hours but less than 3.5 hours are marked for a half day absence, and students who miss more than 3.5 hours are marked for a full day absence. Students who leave school between 3:00 and 3:15 p.m. will be marked “leave early unexcused.” After submitting a doctor excuse the “leave early unexcused” will be updated to “leave early excused.” All incidents of absenteeism, early excusals or tardies must be verified with a written or electronic excuse turned in to the office to be considered as a legal absence as outlined in policy.

1. **Absence**

- A. Parents/guardians are encouraged to call the school on the day their child is absent.
- B. Following an absence, students have **three days** to turn in their excuse at the office.
- C. Failure to bring in an excuse within three days may result in the absence being declared either **illegal** if the student is under 17 years of age, or **unexcused** in the case of a student 17 years of age or older.
- D. The following excuses for absences are valid:
- illness, doctor and dental appointments
 - serious illness or death in the immediate family
 - emergency at home - reasons must be specified
 - inclement weather (principal's discretion)
 - authorized religious holidays
 - quarantine in the home
 - absences approved in advance with school (job interview or college visitation for seniors; participation in educational contests, educational trips, etc.)
 - court or legal procedures
- E. **Illegal absences** totaling more than three (3) full days will be followed by prosecution and fines as required under section 1333 of the School Code. In addition, students 17 years of age and under may have their learner's permit or driver's license suspended in accordance with the Pennsylvania Public School Code Compulsory Attendance Law amended by Act 29 of 1995. **Unexcused absences** totaling more than three (3) full days will result in one day of in-school suspension or Saturday detention for each additional day of unexcused absence.
- F. Parents/guardians will be notified by mail after a student has accumulated a total of seven (7) full days absence, **excluding** *doctor's excuses, suspensions and approved educational trips.*
- G. When a student has been absent ten (10) or more full days that are not covered by a physician's excuse, a doctor's excuse will be required. If a required excuse from a doctor is not presented, the absence will be ruled either illegal or unexcused and appropriate action will follow. A student may be required to submit doctor's excuses at any time prior to ten days if the administration feels that the attendance policy is being abused.

- H. **Truancies** - Students are not expected to miss school at any time without the knowledge of the school or the parents/guardians. All truancies will result not only in a student being given an illegal or unexcused absence, but will result in a student serving detention, in-school suspension, or Saturday detention.

- I. The Division of Child Accounting, Department of Education, Harrisburg, has indicated that an eighteen-year-old is no different than other students. They are still required to have their parents/guardians sign excuses if they are living with their parents/guardians. Emancipation must be proven to the school and is the burden of the student. This would require a notarized statement from the parents/guardians absolving them of all legal responsibility, proof of change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen-year-old is not, in itself, a criterion for emancipation if the student is living with the parents/guardians. An eighteen-year-old is required to follow the attendance rules of the school. The only time an eighteen-year-old is treated differently is when there is a specific law, such as the privilege of voting.

2. **Tardiness to School**

Any student arriving at school between **8:07 a.m. and 8:30 a.m.** will be marked tardy. Tardy students will be required to present a pass signed by the attendance secretary to be admitted to classes.

All tardiness will be classified as either excused or unexcused. All students are expected to have a written note from parents/guardians or a doctor's excuse when entering the building late. If that isn't possible, the note must be turned in at the office the next school day. Failure to bring a written excuse in the time allowed will result in any tardiness being classified as unexcused.

Students should not be late to school unexcused an excessive number of times. The time missed because of unexcused tardiness will be accumulated and counted as illegal or unexcused absences. Once a student has accumulated two hours of unexcused absence, they shall be assessed a half day of unlawful or unexcused absence and will receive the associated consequences.

As a result of excesses in unexcused lateness to school, the following section of the Penns Valley Discipline Code will be enforced:

First Offense -- Meet with principal

Second Offense – Parents/guardians contacted

Third Offense - Parents/guardians will be notified by letter and student will meet with the principal, or designee.

Fourth Offense – Detention

Additional Offenses – Detention or suspension as determined by principal or designee. These detentions are cumulative; for example, a fifth offense may result in two detentions, and a sixth offense may result in three detentions. For the seventh offense and all subsequent offenses, students will be given as a minimum one day of in-school suspension or Saturday detention.

Excessive tardiness, although excused, may result in an individual attendance contract or doctor's excuses being required.

3. **Early Dismissal from School**

- A. Written requests (i.e. a note from home, doctor's appointment card, etc.) for early dismissal must be brought to the office before the start of the day. Students leaving for medical appointments should pick up a verification slip verifying appointment time in and time out or obtain a note from the doctor's office verifying appointment time in and time out. Failure to return the verification slip may result in verification of future appointments by phone. Failure to return the slip may also result in the early dismissal being marked as illegal or unexcused. When students leave school early with unexcused reasons and have exceeded three (3) unexcused early dismissals, the time missed in class may be accumulated and counted as illegal or unexcused absences. In addition, a student who leaves school early with unexcused reasons four (4) or more times will be given one detention for time missed in each class.
- B. Upon returning to school following an appointment or for other reasons, students must sign in at the office. Students are expected to return to school after an appointment within a reasonable amount of time. It is standard procedure for the attendance secretary to randomly call and verify medical appointments.
- C. Parents/guardians are strongly urged to limit requests for early dismissal to emergencies. *Early dismissal is a privilege and not a right. If misused, it will be counted as unexcused and will be accumulated toward illegal or unexcused absences.*
- D. Students who become ill after arriving at school must report to the nurse for assessment. The nurse will contact the parent/guardians to determine if the student should leave school. Students are not to

leave the school building for any reason without permission from school personnel.

4. **Absence Excuses**

Excuses should include all the following information: Student's **full name**, **grade**, **date** excuse was written, **date** and **reason** for absence, tardy or early dismissal, **time** for requested early dismissal and **signature** of parent/guardian. Absence excuses can be electronically submitted via email to pvhsattendance@pennsvalley.org.

If the absence, tardy or early dismissal is due to a medical/legal appointment, verification from the physician/other professional is required (forms are available at the main office).

CAFETERIA RULES

Students are expected to:

- Report to the cafeteria at the assigned time.
- Obtain permission to leave the cafeteria at any time.
- Use only the restrooms in the cafeteria hallway.
- Be respectful of persons and property.
- Speak at a *reasonably quiet* level.
- Keep the area clean (this includes under the table and on top of the table).
- Allergy Notice: Please eat peanut or nut products in the cafeteria at lunch and NOT in class or the hallway. If you have had these items prior to class, wash hands thoroughly. Others' health and lives may be at risk.

CARE OF SCHOOL PROPERTY, TEXTBOOKS AND EQUIPMENT

The Penns Valley Area High School belongs to the taxpayers of the Penns Valley Area School District who have provided funds needed for construction and operation. Students are expected to take proper care of the school and to demonstrate responsibility for all school property.

The Penns Valley Area School Board has the responsibility to provide necessary textbooks and equipment to fulfill the needs of students. These materials are the property of the school district. Therefore, payment for loss, breakage, or damage beyond normal usage shall be the responsibility of the student or his/her parents/guardians. During the course of the school year if a textbook is lost or damaged, the teacher will make a replacement available to the student. However, this textbook will remain in the classroom until the student pays for the lost or damaged book. Teachers are required to record textbook numbers when

issuing texts and assume the responsibility for seeing that texts are returned by students.

Any teacher who issues school-purchased supplies for use as a part of a student project is responsible for collecting the cost of the supplies from the student. This should be done at the time the supplies are received by the student.

CELL PHONES – See Electronic Devices

CHEATING

Cheating on tests, class assignments, etc., is prohibited at Penns Valley Area High School. Cheating on tests and/or class assignments is considered a very serious offense, which may result in a zero being given for that test or assignment. In addition, parents/guardians will be contacted. Additional punishment may be administered by the teacher or administrator.

CLASS AND RAM CUTS/TARDIES

Attendance is required in all classes and RAM at Penns Valley Area High School. Teachers must report students who have cut any portion of a class. Students reporting late for class or to their assigned area will be held accountable for their time by one of the following methods:

1. Teachers will not admit a student to their class if his or her name is on the absentee list unless the student has an admission slip from the office.
2. In the case of an excused lateness (which is a signed slip by the teacher, administrator, etc., responsible for retaining the student), the student will be admitted to class without penalty.
3. Students should not be late to class unexcused an excessive number of times. More than three times is considered excessive, and students are subject to disciplinary actions. Excessive tardiness shall be referred to the office for discipline with documentation of days tardy and methods used to correct the behavior and at least one parent contact via phone.

COLLEGE AND CAREER ADVISOR

Provides special kinds of information useful to the student, including information about jobs and post high school education opportunities.

COMPUTER AND INTERNET USE

All students in grades 7-12 are issued a school laptop for which they will be responsible. Once parents have attended a meeting and signed the appropriate forms, students will be allowed to transport these computers back and forth from home to school. Students are expected to have their computers fully charged each day and have them in all classes.

Every student will be assigned an individual computer account as a privilege. Students are not permitted to access or use another person's computer account. Any students who share, misuse or abuse account privileges will have their privileges suspended or revoked by the principal or assistant principal.

It is understood that computers within our school building are networked and provide the capability for students to access and share information within our school. This ability along with internet access is available on nearly every computer. It is with this understanding that all students shall have this type of computer access unless the school office receives a request from a parent/guardian to the contrary. Along with this access comes responsibility. Therefore, students must abide by all rules and regulations when operating these computers as identified in Board Policy 815 (posted on the school website) as well as any applicable state and federal law. As noted under Electronic Devices, photographs shall not be taken of anyone without their consent.

CONFIDENTIAL COMMUNICATIONS

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel). Information received in confidence from a student may be revealed to the student's parents/guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

COUNSELING SERVICES

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

1. Providing an opportunity for individual students or groups of students (in a personal and confidential relationship with a counselor) to understand themselves better, make choices and decisions and resolve personal or social concerns.
2. Using appropriate aptitude and achievement tests as well as interest and value inventories to help students and parents/guardians understand individual strengths, interests and limitations.
3. Orientation activities, which are conducted to aid incoming students, understand, accept, and feel at home in a new school as well as plan a program of studies
4. Appointments scheduled with students to explain results of tests and inventories and to help them plan educational programs.
5. Counseling of students regarding personal concerns on an "on-call" basis. (Students who want to see a counselor as soon as possible should schedule appointments through the counseling secretary.)
6. Federal law requires every school district to release contact information of students to recruiters. A letter will be sent to all parents/guardians prior to their senior year that will include a form which allows parents/guardians to elect to prevent the release of information to military recruiters.

CURRICULUM

Upon request by a qualifying parent or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. If any student or parent should wish to review curriculum or instructional materials, they should contact the building principal in writing. Reference Penns Valley Area School District Policy 105.1.

DANCES

Students must be in seventh grade or above to attend dances unless otherwise specified by the principal. Penns Valley Area High School students may sponsor one guest each. Advanced tickets will be sold in the high school office for *guests only* during the week prior to a dance. A guest "permit" must be completed and submitted for approval by the principal prior to a ticket being purchased for any guest who is not a current Penns Valley Area High School student. **Dance guests must provide photo ID with proof of age for admission to the dance. Any student who leaves a dance or mixer may not return to the dance.**

DETENTION

1. **A.M. detention** will meet from 7:30 a.m. through 8:00 a.m. as assigned. Students who are assigned to a.m. detention must report to the main high school office lobby no later than 7:30 a.m. or the detention will not count. For students who do not comply with these procedures, the a.m. detention will be reassigned and the student may receive an additional detention, Saturday school, or in-school suspension.
2. **Lunch detention** will be held during the student's scheduled lunch period. This can be assigned by the staff members assigned to cafeteria duty. Lunch detention is to be served in the small alcove adjacent to the cafeteria, although students may be moved at the discretion of the cafeteria duty staff. The number of days assigned to lunch detention is also monitored by this staff.
3. **Saturday School** will meet from 8:00 a.m. through 11:00 a.m. as assigned. Students who are assigned to Saturday school must report to the main high school office lobby no later than 8:00 a.m. or the Saturday school will not count. For students who do not comply with these procedures, the Saturday school will be reassigned and the student may receive a Saturday school or in-school suspension.

DISCRIMINATION

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or disability.

DISORDERLY CONDUCT

At no time are students to act in a disorderly manner toward administrators, staff members or other students. Disorderly conduct is a crime, and charges can be filed with the magistrate at the discretion of the administration in addition to a referral to alternative education. These behaviors could include:

- cursing and using vulgarity at an administrator, staff member, or other students;
- instigating a fight;
- assaulting an administrator, staff member, or student;
- being a constant disruptive problem in general in the school,
 - threatening an administrator, staff member, or student; and
 - terroristic threats

DRESS, GROOMING & PERSONAL ITEMS

1. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of hair presents a problem some type of covering should be considered.
2. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.
3. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.
4. **Students are not permitted to carry backpacks or strap packs during the school day. These are to be stored and secured in their designated locker upon arrival until the end of the school day.**
5. Students are encouraged to utilize the district issued laptop cases for safe transport of student laptop computers. Large, privately purchased cases are prohibited.
6. The administration has the authority to regulate pupil dress and personal appearance. All students are expected to use good judgment when dealing with school dress. Following is the dress code for Penns Valley Area High School:

EDUCATIONAL TRIPS

The board of school directors recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Principals may approve requests according to the guidelines outlined below:

1. The trip must be educational in nature as determined by the principal.
2. The request for approval must be made, in writing, to the building principal from the student's parents/guardians ***before the trip***. The student will be given a form displaying the dates of their educational trip which must be signed by all of the teachers on their schedule and returned to the attendance officer/secretary prior to the trip. **Approval will NOT be given for trips during PSSA or Keystone testing for students who are required to participate in the tests.** Advance notification is required as follows:
 - One-Day Trip: Notify the school at least one day in advance of trip.
 - 2-5 Day Trip: Notify the school at least one week prior to trip.
3. Upon returning from an educational trip, a student is expected to complete and return all school work that is assigned during the approved absence within the same number of days for which the absence was approved.
4. The principal shall take into account the educational value of the planned experience and the ability of students to maintain an adequate academic performance. ***The total number of educational trip days shall not exceed 5 school days.***
5. Exceptions to the provisions of this policy may be made at the discretion of the principal. Consideration may be given to current academic performance and proposed enrichment opportunities.
6. Parents/guardians are encouraged to avoid scheduling educational trips during the last week of a semester.
7. **Hunting** – Penns Valley Area High School will excuse no more than three (3) days for hunting under the educational trip policy. These days must be requested in ADVANCE.

ELECTRONIC DEVICES

The school board restricts the use of electronic devices which could include but is not limited to: cellular telephones, iPods and MP3 players. These restrictions shall be in place during instructional time and in locker rooms, bathrooms, health suites and other changing areas at any time unless an administrator or designee gives authorization to do otherwise. Phones and other electronic devices shall not be used without the teacher's consent. If seen during a test or assessment, it will be considered cheating and the student may receive a grade of zero for that test or assessment. Likewise, pictures shall not be taken of anyone without their consent.

Violations for using electronic devices will include:

First Offense - Equipment will be confiscated and may be picked up at the office by a parent/guardian or at the end of the school day by the student plus one assigned detention.

Second Offense - Equipment will be confiscated and may be picked up by a parent/guardian or after 10 school days plus two assigned detentions.

Third Offense - Equipment will be confiscated and may be picked up by a parent/guardian or at the end of the year plus three assigned detentions.

Additional Offenses – Dealt with on an individual basis, but the consequences can include in or out of school suspension, Saturday detention, or referral to alternative education. Refusal to surrender a phone may result in additional consequences including but not limited to in-school or out-of-school suspension.

Refer to Board Policy 237 regarding use of electronic devices.

EXCLUSION FROM CLASSES - IN-SCHOOL SUSPENSION

1. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents/guardians shall follow the suspension action taken by the school.
3. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the

student's parents/guardians prior to the 11th school day in accordance with the due process presented under, HEARINGS, in this manual.

4. The school has the responsibility to make some provision for the student's education during the period of the in-school suspension.

EXCLUSIONS FROM SCHOOL

1. The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 Pa. Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion.
 - Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - Suspensions may be given by the principal or designee. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - The parents/guardians shall be notified immediately in writing when the student is suspended.
 - When the suspension exceeds 3 school days, the student and parents/guardians shall be given the opportunity for an informal hearing in accordance with the procedure of due process presented under, HEARINGS, in this manual.
 - Suspensions may not be made to run consecutively beyond the 10 school day period.
 - Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
 - Expulsion is exclusion from school by the board of school directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing as described under, HEARINGS, in this manual.

3. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth under, EXCLUSION FROM CLASSES – IN-SCHOOL SUSPENSION, in this manual.
4. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study at the discretion of the district
5. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 - The initial responsibility for providing the required education rests with the student's parents/guardians, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
 - If the parents/guardians are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, the district must again contact the parents/guardians and, pending the parents/guardians provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
 - If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C.S. 6301-6308), to ensure that the child will receive a free appropriate education.

FIRE DRILLS

When the fire alarm sounds, all students are expected to evacuate the building following the directions posted in each class area. **Students are to move quickly and without talking to an area outside the building.** Teachers will direct students to a safe spot as far away from the building as is practical. Please do not stand on driveways or parking lots since this may hinder the movement of firefighting equipment. ***Remember - each fire alert is real until proven otherwise.***

FIREWORKS

Fireworks Law (Act of 1939, P.L. 134, #65). "Fireworks" are not permitted in public buildings. The term "fireworks" shall mean and include any combustible or explosive composition or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation and shall include firecrackers or other fireworks of like construction and any fireworks containing any explosive or flammable compound. Please be advised that all fireworks (including smoke bombs and firecrackers) are not permitted at Penns Valley Area High School.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- 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 interest of classmates who do want to participate.

FOOD ALLERGY MANAGEMENT

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

- Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
- Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

1. **Medical Plans of Care** - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:
 - A. Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
 - B. Individualized Healthcare Plan (IHP) - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed

by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

- C. Related Services Component in Individualized Education Program (IEP) - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.
- D. Section 504 Service Agreement - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

2. **Accommodating Students With Disabling Special Dietary Needs**

- A. Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.
- B. The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.
- C. Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:
 - The student's special dietary disability.
 - An explanation of why the disability restricts the student's diet.
 - The major life activity(ies) affected by the disability.
 - The food(s) to be omitted from the student's diet.
- D. The food or choice of foods that must be provided as the substitute.

3. **Accommodating Students With Nondisabling Special Dietary Needs**

- A. The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.
- B. Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:
 - The medical or other special dietary condition which restricts the student's diet.
 - The food(s) to be omitted from the student's diet.
 - The food or choice of foods to be substituted.

4. **Confidentiality**

- A. The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.
- B. The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.
- C. Administrative regulations should address the following components:
- Identification of students with food allergies and provision of school health services. Development and implementation of individual written management plans.
 - Development of a comprehensive and coordinated approach to creating a healthy school environment.
 - Communication and confidentiality.
 - Emergency response.
 - Professional development and training for school personnel.
 - Awareness education for students.
 - Awareness education and resources for parents/guardians.
 - Monitoring and evaluation. The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

FORGERY

Students may at no time forge the name or initials of an administrator, staff member, another student or parents/guardians on anything. Students caught forging passes or excuses will receive consequences appropriate to the forgery.

This can include loss of hall pass privileges, detentions, suspensions or other consequences as deemed appropriate. Incidents of forged absence excuses, tardy or early dismissal notes may also require parents/guardians telephone confirmation for all future absence excuses, tardy or early dismissal notes.

FREE PUBLIC EDUCATION

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the commonwealth's public schools. Parents/guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from athletic or extracurricular activities because of being married or pregnant.

FREEDOM OF EXPRESSION

1. The right of public school students to freedom of speech was affirmed by the United States Supreme court in *Tinker vs. Des Moines Community School District*, 393 U.S. 503 (1969).
2. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

6. Bulletin boards shall conform to the following:
 - School authorities may restrict the use of certain bulletin boards.
 - Bulletin board space shall be provided for the use of students and student organizations.
 - School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
7. School news reporting and publications shall conform to the following:
 - Students have a right and are as free as editors of other news reporting and publications to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - School officials shall supervise student media productions published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - School officials may not censor or restrict material simply because it is critical of the school or its administration.
8. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed under, FREEDOM OF EXPRESSION, in this manual.
9. School officials may set forth the time and place of distribution of news reporting so that distribution would not materially or substantially interfere with instructional time of the school.
 - A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
 - The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
10. School officials should adopt and publish guidelines for student use of school facilities and equipment.
11. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.

- The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
- The students themselves have sole responsibility for any statements published.
- Approval procedures must be followed prior to distribution or display of materials on school property.

FUNDRAISING/SOLICITING

Only the building principal may authorize student fund-raising programs within the school or on school property. Solicitation to students or staff is prohibited unless authorized by the building principal.

GRADING, MARKING, MAKE-UP WORK AND GRADE REPORTING

1. The following scale will be used on grade books and report cards:
 - **A** - 90 - 100%
 - **B** - 80 - 89%
 - **C** - 70 - 79%
 - **D** - 60 - 69%
 - **E** - 0 - 59%
2. All assignments are expected to be completed and turned in by the due date assigned and are not optional. Teachers have the option for penalizing students for turning in work late by either deducting up to 11% of the grade or separating the grade for late work into a responsibility grade and deducting points in that area. If a grade is reduced because of late work, the deduction must be noted in the comments section of S.I.S. (Student Information System).
3. Students will not be tested or required to hand in assignments on the day the student returns from school if they were assigned on the day the student was absent. Students should adhere to deadlines for tests and projects that were established/assigned prior to the absence. Exceptions can be granted by the classroom teacher.
4. Students have equal to the number of days absent for make-up work, test, assignments, reports, etc., up to a maximum of five (5) days without late penalty. (See Family Educational Trip guidelines for exception.)

5. It is expected that all work assigned to students will be completed by the student within the timelines established by the teacher. If students do not complete work by the end of the unit, they may be given a grade of incomplete. If the missing assignment is a summative assessment for a class and the work is not completed, the student will receive a grade of “0” for that assessment. If the assignment is a formative assessment, the student will receive a “0” for the assignment. Teachers must clearly distinguish between summative and formative assessments for their courses.

A grade of incomplete can also be given in case of absence, an extended illness (5 days or more), or an approved educational trip. Any assignment recorded as incomplete at the end of a nine (9) week grading period due to absence, extended illness, or approved educational trip will have 10 school days following the grading period to complete the work. If the work is not completed by the 10 days following the grading period, the above procedure regarding formative and summative assessment grading would apply. (The only exception to this is verified continuing extended illness on the part of a student.)

6. The honor roll for each marking period will be determined using the average marking period total range shown below with no grade permitted below a 70:
 - 90-100 Distinguished Honor Roll
 - 80-89.99999 Regular Honor Roll

Students must be scheduled as full-time students at Penns Valley Area High School to be eligible for honor roll recognition. The Honor Roll Award (given at the end of the school year) is determined based on the **first three** marking periods of the school year.

7. Students and parents/guardians may access student grades through their S.I.S. portal.
<https://studentsis.csiu-technology.org/pvasd>
<https://parentsis.csiu-technology.org/>
8. Report cards are generated at the end of each marking period.

GRADUATION AND PROMOTION REQUIREMENTS

Students in grades 7 and 8 will be retained in their current grade level if they fail two core subjects (math, science, English, social studies) or one core subject and two elective subjects or four elective subjects. Elective subjects are those subjects other than required core subjects. Students are permitted to earn credit

for subjects failed during the regular school year. This may be done via private tutoring, cyber courses or scheduling at the home school.

1. Penns Valley Area School District students beginning with the Class of 2016 will be required to show that they are proficient with regards to the PA Core Standards in order to graduate and receive a diploma from Penns Valley School District. Proficiency must be demonstrated by completing the criteria listed in both section A and B below:

A. Credit Requirements – 28.0 Credits

English	4.0 Credits
History	4.0 Credits (must be the four required)**
Mathematics	4.0 Credits**
Science	4.0 Credits**
Physical Education	2.0 Credits
Health	0.5 Credits
Personal Finance	0.5 Credits
Safety Education	0.5 (classroom only)
<u>Electives</u>	<u>8.5 Credits</u>
Total	28.0 Credits

High School core courses (regular or honors) which qualify for assessing proficiency are as follows:

<u>Mathematics</u>	<u>English</u>	<u>Science</u>	<u>History</u>
Algebra	English 9	Earth	U.S. History 9
Algebra 1B	English 10	Biology	Modern World History10
Geometry	English 11	Chemistry	Modern American History 11
Algebra 2A	English 12	Physics	Civics/Economics
Algebra 2B	AP English	Chemistry II	Honors Senior Seminar
Trigonometry		AP Biology	
Pre-Calculus		Physics II	
Calculus			

**If a student takes high school level mathematics, science or social studies courses before his/her 9th grade year, he/she will only be required to pass 3 credits of that subject in grades 9 through 12.

B. Proficiency via State or Local Assessments

Student must score proficient or advanced on the Algebra I, Biology and Literature Pennsylvania Department of Education Keystone Exams or on Local Assessments in Mathematics and Literature. Students must take the Keystone Exams through their junior year before being permitted to show proficiency using local assessments. The progression for showing proficiency is as follows:

- Score proficient or advanced on the PA Department of Education Keystone Exams. Currently these tests include Algebra I, Biology, and Literature.
- If a student fails a Keystone Exam, he/she must attend a district designated remediation program and then retake the Keystone test(s) on which, he/she did not score proficient or advanced. This will continue to occur until senior year.
- If at the end of his/her senior year, a student does not score proficient or advanced on each of the Keystone tests, he/she must take and must take and pass the corresponding approved graduation exam in the area(s) in which he/her is not proficient. The local assessments will be given three times throughout the school year as determined by the administration. Students who fail to pass the assessment may retake the assessment during any time retakes are scheduled.

If a student does not obtain all necessary required credits and pass all PA Department of Education required Keystone tests, or the graduation exam, he/she will not be able to graduate.

2. **Class Standing and Graduation Policy/Homeroom Retention Policy:**
To be promoted, students in grades 7 and 8 may not fail two core subjects; or 1 core subject and 2 special interest subjects; or 4 special interest subjects. Core subjects include English, social studies, math and science. All other subjects are considered special interest.
- **Sophomore Class Standing** - Students are required to earn a minimum of 6.5 credits at the end of the ninth grade year to be classified as a sophomore.
 - **Junior Class Standing** - A student must have earned at least 13 credits at the end of the sophomore year to be classified as a junior.
 - **Senior Class Standing** - A student must have earned at least 20 credits at the end of the junior year to be classified as a senior.
 - **To Graduate** - A student must have earned at least 28 credits in the proper courses at the end of the senior year to qualify for graduation. Students who fail subjects required for class standing or graduation must earn needed credits by repeating these courses at the home school, or by making up deficiencies through cyber courses or private tutoring as approved by the principal.

GRADUATION ATTIRE

All seniors participating in graduation ceremonies **MUST** follow recommended attire which will be determined by the principal. Failure to cooperate may exclude the student from participation in the ceremony.

HARASSMENT OF STUDENTS

Respect for fellow students is expected at all times. Harassment of other students is not permitted. No one is permitted to abuse another student either physically or mentally. Refer to Board Policy 248 – Unlawful Harassment and Board Policy 249 – Bullying.

HEALTH SERVICES/IMMUNIZATIONS

The school nurse is available from 8:00 a.m. to 3:15 p.m. Any student who is ill or injured must report to the nurse's office for assistance. Students are not to call or text parents/guardians to make arrangements to leave school. The nurse will make all necessary parents/guardians contacts.

At the beginning of each school year parents/guardians are asked to review and update the parent/guardian contact information on record with the district. This is vital information because it includes phone numbers and measures the school should take in the event of a medical emergency.

1. Pennsylvania School Immunization Requirements

- A. Children in **ALL grades (K-12)** need the following immunizations for attendance:
- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
 - 4 doses of polio (4th dose on or after 4th birthday and at least 6 month after previous dose given)
 - 2 doses of measles, mumps and rubella**
 - 3 doses of hepatitis B
 - 2 doses of varicella (chickenpox) or evidence of immunity
- B. **Seventh through 12th Grade** Additional immunization requirements for attendance:
- 2 doses meningococcal conjugate vaccine (MCV)
 - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade.

- If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

*Usually given as DTaP or DTP or DT or Td

**Usually given as MMR

2. **Health Screenings**

Health screenings as required by Pennsylvania regulations:

- vision, height, weight, and BMI: Grades 7 – 12
- hearing screening: Grades 7 and 11
- scoliosis screening: Grade 7
- dental screening: Grade 7
- physical examination : Grade 11

The school screenings the nurse performs using **confidential procedures** are done during student visits to the nurse's office or during breaks in classes. If you want your child's health care provider to perform the examination and screenings, please ask the school nurse for the forms that the provider will need to complete. Eleventh grade students will be given notices of the school physicals in homeroom periods.

3. **Administration of Prescription and Nonprescription Medication**

The administration of medication to a student during school hours as directed by the student's physician will be followed under these following conditions:

- Failure to take such medicine would jeopardize the health of the student.
- The student would not be able to attend school if the medicine were not available during school hours.
- The proper Medication Authorization form is completed and on file in the nurse's office. The Authorization is only valid for the current school year. Medication Authorization forms are available on the school district web site or can be gotten from the school nurse.
- Prescription medication must be in its original container/prescription bottle with the student's name, physician's name, date prescribed, name and phone number of pharmacy, name of medication, dosage, route, and frequency to be given.

- Students should keep inhalers on their persons after the required paperwork is turned into the nurse. An extra inhaler can be given to the nurse in the event the student does not carry one on his or her person.
- Students must report to the nurse's office at established time to receive medication.
- Transportation of the medication to and from school is the responsibility of the parents/guardians. No student is to carry medication on school transportation; the only exceptions are inhalers, EpiPens, or other medications for severe allergic reactions. Medication will not be returned to the student, it must be picked up at the nurse's office by the parents/guardians/adult designee. Medication not picked up at the end of a school year by a parent/guardian/adult designee will be disposed of following medical disposal regulations and procedures.

4. **Eleventh Grade Physicals**

Each eleventh grade student must have a physical. This can be done at school at no charge on published dates or by the student's physician. The form to be completed by the student's doctor must be obtained from the school nurse by the last day school day in September. This form needs to be completed, signed and returned to the nurse no later than the last school day in December. If the student receives a sports physical from their family doctor, the eleventh grade physical may be given at that time. **Students who do not pick up a form by the deadline will receive a school physical. Any student who fails to meet the eleventh grade physical requirement will not advance into their senior year.**

5. **Sports Physicals**

It is required that all students who participate in fall, winter, and spring sports have a physical provided by their family doctor. The required **PIAA Comprehensive Initial Pre-Participation Physical Evaluation by Authorized Medical Examiner** form will be available on the web site and also in the high school office. The form is to be completed in its *entirety* including all necessary signatures. Physicals for the following school year must be given no earlier than June 1st. Form submission deadlines will be determined by the athletic director.

Prior to the beginning of winter and spring sports, a **Re-Certification by Parent/Guardian** form must be completed for any athlete who participated in a fall sport. This form will be available on the web site and also in the high school office. Changes in a student's health since the initial physical exam must be noted by a parent. A student who did not participate in a fall sport will have to provide a **PIAA Comprehensive Pre-Participation**

Physical Re-Evaluation by Medical Examiner form completed by his/her physician.

If a student has to be treated for an illness or injury during the school year, please ask the doctor to complete section 8 of the PIAA physical form or provide an injury specific note. These verifications should be turned into the main high school office.

HEARINGS

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
 - A. The following due process requirements are to be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parent/guardian by certified mail.
 - Sufficient notice of the time and place of the hearing must be given.
 - The hearing shall be held in private unless the student or parents/guardians requests a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his/her own behalf.
 - A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense to a copy of the transcript.
 - The proceeding must be held with all reasonable speed.
 - B. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the

Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

3. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - A. The informal hearing is meant to encourage the student's parents/guardians to meet with the principal to discuss ways by which future offenses can be avoided.
 - B. The following due process requirements are to be observed in regard to the informal hearing:
 - Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
 - Sufficient notice of the time and place of the informal hearing shall be given.
 - A student has the right to question any witnesses present at the hearing.
 - A student has the right to speak and produce witnesses on his/her own behalf.
 - The district shall offer to hold the informal hearing within the first 5 days of the suspension.

HOMECOMING QUEEN PROCEDURES

1. All senior girls are eligible to be nominated as Homecoming Queen. Applications will be distributed to all senior girls at the first senior class meeting of the school year. Applicants must complete the application and submit it to the office by the date specified on the application. All applications that are completed and returned to the main office by the specified date are then reviewed and evaluated by a committee of four teachers (appointed by the principal).
2. The teacher committee will then narrow the candidates to 8 to 10 girls. The girls will then be reviewed by a panel of faculty members and scored based on the following areas:
 - Leadership
 - Character
 - School Spirit
 - Service

3. The girls will then earn points toward the title of queen through the following activities:
 - Interview
 - School Spirit
 - Popular Vote
4. In case of a tie with overall points, the tiebreaker will be the popular vote between the girls who are tied.
5. The queen will not be announced until the ceremonies at halftime of the homecoming football game. The court will be announced in alphabetical order. The queen, first runner-up and second runner-up will be announced.
6. The queen and her court will be presented and honored at the homecoming dance.

INSTRUCTIONAL MEDIA CENTER (IMC) GUIDELINES

1. The IMC is open on school days beginning at 7:30 a.m. Students wishing to use the IMC in the morning before homeroom are welcome to do so.
2. The IMC is available to provide all types of materials and resources which meet the needs of all classes and the school curriculum while creating an atmosphere favorable to educational growth and lifelong learning. To become proficient in the use of IMC resources, a student should be familiar with using the Online Public Access Catalog (OPAC), the *Reader's Guide to Periodical Literature*, Power Library, and other databases to which the district subscribes.
3. **IMC Procedures**
 - Each student is given a new ID card at the beginning of the year. These cards are distributed once school pictures have been received. If lost, cards may be replaced for a \$3.00 fee. Students must have their Penns Valley Area High School ID Card with them to check out materials.
 - Access to the IMC from a classroom requires a pass that has been signed by the classroom teacher and students must sign in upon arrival. The IMC staff will have procedures in place for students to access the IMC during RAM time.

- All Penns Valley Area School District computer policies and procedures will be enforced for computer usage.
- Students are expected to follow good citizenship, common sense, and respect the rights and privileges of others.
- Students with outstanding overdue books, fines, etc., should take care of such obligations as soon as possible. Students are responsible to return materials on time.
- Notices will be sent out periodically to students with outstanding obligations.

INDEPENDENT STUDY

1. **Definition**

Independent Study offers students an opportunity to extend and enhance the required educational program. It is designed to provide academic study in addition to and not included in the regular curriculum. **It will not be used for make-up of failed courses nor will Independent Study be used to replace those courses required for graduation. Independent Study will not be given for courses already offered.**

Students are responsible for initiating the course and securing a supervising teacher. Only a tenured teacher in the appropriate area of certification shall serve as the supervising teacher. Interested students are expected to suggest an area of study including the topic to be covered and to complete an application obtained from the Counseling Office. Students must return the completed application to the Counseling Office for review and approval by the counselor and the principal.

After receiving approval, students will complete and submit the contract to the Counseling Office with the required signatures before the beginning of the course.

Approval for Independent Study course proposals will depend upon the following criteria:

- Completed application
- Cumulative grade point average of 3.0 or higher
- Signature of acceptance by supervising teacher
- Assessment by the Counseling Office of the student's ability to satisfactorily complete the proposed Independent Study course based on the student's prior academic record
- Final approval by high school principal

All applications must be submitted no later than three (3) days prior to the beginning of the Independent Study course.

2. Procedures for Requesting Independent Study:

- Students should pick up an application from the Counseling Office and submit the application four (4) school weeks prior to the beginning of the course.
- Students will return the completed contract and essay with all required signatures to the Counseling Office prior to final approval.
- The school counselor will review proposals and make recommendations of approval or rejection to the principal.
- Students will receive a notice of approval or rejection signed by the principal.

IN-SCHOOL SUSPENSION

1. The student will report to the main office for in-school suspension as soon as attendance is taken in period/block 1.
2. The lunch period will last 30 minutes and the student will be assigned to a designated area to eat lunch.
3. Lavatory passes will be issued by the supervisors in charge.
4. In most cases, parents/guardians, teachers and the student will be notified of the suspension assignment at least one day in advance. In the case of a severe discipline problem requiring immediate suspension, prior notification procedures may be waived.
5. If the student has an early dismissal during an assigned day of in school suspension, the time must be made up. If the student is unable to complete an assigned day of in school suspension for disciplinary or health reasons, the full day will be rescheduled.

LATE TO CLASS

It is the responsibility of each student to be on time for all classes and study halls. Students reporting late for class or to their assigned area will be held accountable for their time by one of the following methods:

- Teachers will not admit a student to their class if his or her name is on the absentee list unless the student has an admission slip from the office.
- In the case of an excused lateness (which is a signed slip by the teacher, administrator, etc., responsible for retaining the student), the student will be admitted to class without penalty.
- Students should not be late to class unexcused an excessive number of times. More than three times is considered excessive, and students are subject to disciplinary actions. Excessive tardiness shall be referred to the office for discipline, with documentation of days tardy and methods used to correct the behavior.

LOCKERS

Lockers are the property of the Penns Valley Area School District and are subject to search if a situation warrants, as well as periodic cleaning.

1. Each student is assigned a locker. If a student suspects that their lock is not in working order, they must notify the office immediately.
2. It is the student's responsibility to maintain that locker and leave it in the same condition at the end of the school year as it was when it was issued. Students who break the lock on their locker may be charged to replace the lock.
3. Students are responsible for all belongings inside of their assigned locker. Sharing of lockers is discouraged.
4. Students must absolutely refrain from using any locker other than the one assigned to them.
5. Students are strongly urged to purchase locks for their gym lockers.
6. The school is not responsible for any articles left in hall or gym lockers.

LOITERING

Students are not permitted to stay after school unless they are involved in a supervised activity. Unauthorized loitering will be deemed as trespassing.

LOST AND FOUND

Lost and found items are kept in the main office. If you find an item that you believe to be lost or if you are seeking a personal item, report to the office during non-instructional time or with a pass from a staff member.

LUNCH PROCEDURES

Penns Valley Area High School's cafeteria operates using a computerized debit system that will allow students to pay in advance for meals and/or a la carte foods if they choose to do so. Students will be able to pay cash on a daily basis. Charging on the account is not permitted.

The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). Students enter their 4 digit personal identification number (PIN) to access their account. Each student's PIN number is their student ID number. ALL students purchasing foods in the cafeteria will need to input their PIN number into the system regardless of their meal status (paid, free, or reduced), or whether they have money on account or are paying cash. To prevent fraudulent use of a student's cash debit account, each register will be equipped with a digital image monitor. The student's digital image will appear on the monitor for the cashier to view and compare every time a student accesses his or her account, therefore insuring that no student can use another student's account.

Checks to deposit money into a student's lunch account should be made payable to *Penns Valley Cafeteria Account*. If paying for more than one student in the same school with one payment, clearly document how much money is to be deposited into each student's account. If you do not specify, the deposit amount will be divided equally among the student accounts. If you do not specify a payment option, all monies will be deposited as cash on account. Advance payment options are as follows:

1. **Cash on Account**

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into a student's debit account and available to the student when purchasing lunch and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

2. **Prepaid Meals Only**

Meals may be purchased in advance and monies put on account can be designed for *student meals only*. No snacks or a la carte food items can be purchased with this payment including extra milk or juice. Students

would need to pay cash for any snack or drink items being purchased. This payment amount would be calculated by determining the number of meals to be purchased and multiplying that number by the meal price. Any number of meals may be purchased at one time.

3. **Both: Prepaid Meals and Cash on Account**

Money can be deposited into student accounts and divided between “prepaid meals” and “cash on account.” This option ensures that the student purchases meals but also allows the student to purchase extra milk or beverage a la carte. When choosing this option, clearly state how much money is for “prepaid meals” and how much is for “cash on account.”

4. **Café Prepay**

This service allows parents/guardians to pay for meals using VISA, MasterCard or Discover. To use this service you must first enroll at the web site: <http://www.CafePrepay.com>. There is a small handling fee added to each payment.

PART-TIME STUDENTS

Senior students who meet certain requirements may attend school on a part-time basis. If a senior wants to qualify for this program, it will be necessary for that student to meet with the senior high counselor for an evaluation of credits. Parental/Guardian permission is required for participation and will need to be submitted along with any other needed documentation. Following completion of these procedures, the principal will approve or deny the student’s participation. The following requirements must be met for a student to be eligible for the part-time program.

1. The student must academically be a member of the senior class and must have earned at least 22.0 credits by the end of grade 11.
2. A student will be excused only for a job or university classes that meet during the part of the day for which the student is requesting to be excused. A bursar’s receipt will be required for proof of university enrollment.
3. A student who is working must have verified employment as ascertained by working papers and a signed employer contract.
4. It is essential that part-time students attend school regularly. A poor attendance pattern may result in being taken out of the program.

5. Parents/guardians must sign a permission form giving their consent for the shortened program.
6. A part-time student will not be permitted to be in school when he/she does not have a scheduled class.
7. Transportation is the student's responsibility if established bus routes do not meet his/her needs. Part-time students are held to the same standards as full-time students with regards to parking privileges.
8. Yearbook pictures, ordering announcements, and similar events and activities are the complete responsibility of the student. No alterations will be made for part-time students.
9. Part-time status must be for an entire academic semester.
10. Part-time students cannot participate in any athletic or extra-curricular activities.
11. Part-time students are not eligible for honor roll or honor roll award recognition.

PHYSICAL EDUCATION

All students are required to participate in physical education classes except for those excused for physical reasons by a doctor's written instruction. Each student is expected to wear clothing approved by the physical education teacher. This clothing will normally consist of sneakers, shorts, and a T-shirt. Failure to wear the proper clothing to each physical education class will result in a lowering of the student's grade. Passing 2 full credits of physical education is a requirement for graduation.

Any student who is unable to participate in physical education due to illness or injury must report to the nurse's office for the class period. A letter detailing the student's absence from physical education class will be given to the student who must deliver it to his/her parents/guardians. If such student is unable to participate in physical education any additional days during the same marking period, he/she will be required to provide a doctor's excuse.

PHYSICALS - See HEALTH SERVICES

PRIVATE TUTORING

Tutoring is for make-up credit work only unless a student is homebound for medical reasons. Summer tutoring must be completed no later than 5 days before the beginning of school in the fall. First semester tutoring must be completed no later than 5 days before the end of the first semester date. Second semester tutoring must be completed by seniors no later than 5 days prior to the last day of school for seniors and by underclassmen by no later than 5 days before the last day of school. To get credit for a tutored course, a student must:

1. Contact a tutor who maintains a valid PA teaching certificate in the subject area being taught and a satisfactory Act 34 clearance.
2. Submit a private tutoring contract complete with signatures to the main office for approval.
3. The teacher must supply the principal with a packet of materials equaling 120 hours of work to justify 1 credit or a packet of materials equaling 60 hours of work to justify .50 credits. The tutor must be paid directly by the student. This must be done before work is handed in for a grade to be issued. Cost is determined by the tutor. Following is the Tutor Time Schedule:
 - **For 1.00 Credit** - 100 hours of Independent Study Time
20 hours of Tutor Time
8 hours of Teacher Preparation Time
 - **For .50 Credit** - 50 hours of Independent Study Time
10 hours of Tutor Time
4 hours of Teacher Preparation Time
4. Students will also be required to pass a district assessment in order to receive credit for the course.

SCHOOL BUS CONDUCT

Safety requires enforcement of rules for school bus conduct. The school bus driver is authorized to enforce safety and social standards on the bus. The driver determines the degree of talking and activity permissible, conforming to policies set by the bus contractor and the Penns Valley Area School District. It is the expectation of the District that all buses will have seating charts for all students and that these seating charts will be enforced at all times.

The Penns Valley Area School District has taken proactive measures to improve student safety on our transportation system. The District made this decision based on feedback that we received on student and parent surveys. Our goal is

to prevent misbehavior on our busses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the District has installed video/audio surveillance systems in all district buses and vans. We want parents and students to be aware that these systems are capable of recording *both audio and video*. The recordings may be used by administrators to monitor and address student misbehavior, driver performance and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the District's website, specifically Board Policy 810.3.

The driver will explain the rules to the pupils at the beginning of a term or if assignment of a driver or pupil is changed. If a violation occurs, a written report will be submitted by the bus driver to the principal within one school day of the incident. A list of pupils assigned to the bus is kept by the driver, bus contractor and director of transportation, and all students are expected to ride their assigned buses. No pupil will be permitted to get on or off the bus at any stop other than his or her established stop, unless written consent is obtained from the parents/guardians and signed by a school official. Due to passenger capacity limits, students may be restricted from riding buses other than the one to which they are assigned. Students should consult the high school office regarding any such restrictions prior to requesting a bus pass to ride another bus. Written consent must be obtained from the parents/guardians and a school official prior to riding a bus other than the one to which they have been assigned.

A pupil who cannot maintain self-discipline forfeits his or her privilege to ride the school bus and must rely on other means of transportation. According to the Pennsylvania Public School Code, the bus driver has the same authority over the pupil while on the bus as the teacher has in the classroom. All school rules apply to students using district transportation. This also includes students waiting to board the bus.

Student responsibilities on the bus include:

1. **Boarding the Bus:**

- Be at the bus stop five minutes before pick-up time.
- Use a safe walking route to your stop and use proper crossing procedures should you cross a road.
- Wait in a safe, orderly manner away from traffic.
- Respect the rights of property owners at your stop and along your walking route.
- Wait until the bus comes to a complete stop before moving forward to board.
- Board in an orderly manner (without pushing or shoving) at your stop or at your school.
- Use the grab rail and watch your step.

2. **On-Board Procedures:**

- Take your seat promptly and remain seated for your ride to and from school. It is expected that all students will have assigned seats.
- Sit in the seat facing front; keep your feet, books, and other articles out of the aisle.
- Do not refuse to share your seat with others.
- Always keep your hands, arms and head inside the bus.
- Do not throw objects in the bus or out of the bus windows.
- Your conversations should be quiet and your conduct orderly so that the driver is never distracted from the important job of driving.
- Do not eat, drink, smoke or use tobacco products or vulgar language and gestures on the bus.
- Do not damage any part of the bus and report any damage you do see.
- The emergency door should be used **only** for emergencies.
- Never sit in the driver's seat or tamper with any equipment or controls.
- Should your bus have a breakdown or an accident; remain seated, follow your driver's instructions.
- Refer to Board Policy 237 for use of electronic devices.

3. **Unloading from the Bus:**

- Wait until the bus comes to a full stop before leaving your seat.
- Get off the bus only at your assigned stop.
- Watch your step and use the grab rail; move promptly away from the bus.
- If necessary to cross the road, do so at least 10 feet in front of the bus. Cross without undue delay, with the warning lights, but be sure you check traffic both ways too.
- Go directly home by a safe route; play after you get home.
- Never throw any object at the bus or any motor vehicle.

SEARCHES

1. School authorities may search a student's locker or car on school property and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that a locker contains

materials, which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

2. **K-9 SEARCHES** - School authorities may request a locker search by Narcotic Detector dogs upon a high level of reasonable suspicion. This decision will be made in collaboration with the Pennsylvania State Police and will be based on significant articulable facts.

SEXUAL HARASSMENT

Refer to Board Policy 248 – Unlawful Harassment, and Board Policy 249 – Bullying.

STAR RECOGNITION

Students may be nominated on a monthly basis for recognition as a STAR of the Month. The nominations are based on the following traits:

- SPIRIT** – exemplified by courtesy and consideration for others, cheerfulness and bring a positive model for other students
- TEAMWORK** – exemplified by efforts with staff and other students to create a positive environment in school
- ACHIEVEMENT** – exemplified by staff judgment and the student is working at full potential
- RESPECT** – exemplified by taking care of the school materials and equipment; representing yourself, the school, community and other students in a positive manner

STEALING

Students are to respect the property of others and are not to take any other person's property or possessions without that person's permission. All students and student athletes are responsible for their belongings. Students should take care to secure personal items so they cannot be taken by others. Stealing is a very serious offense, and any student caught stealing any items will be punished by the administration in any or all of the following manners:

- letter sent home to parents/guardians,
- in-school, out-of-school suspension, or Saturday detention
- hall pass privileges withdrawn,
- full restitution of the items taken, and/or
- PA State Police will be notified.

STUDENT PARKING AND DRIVING – PVHS

Students are permitted to drive to school, but all student vehicles must remain in the designated parking lot unless the driver is excused to leave school through procedures established by the high school office. The following regulations will govern the operation of vehicles on school property during the school day:

1. All student parking will be limited to the assigned spaces.
2. Students will not be permitted to enter parked vehicles without permission during the school day. Violation of this regulation will result in an appropriate suspension of parking privileges for the operator of the vehicle.
3. Upon arriving at school, students will be expected to enter the building immediately. There will be no loitering outside the school or in parked cars.
4. At the end of the school day, students will be expected to leave the parking lot in an orderly manner. Any student cars on the parking lot after the buses begin their departure will remain until all buses have left the school property.
5. School personnel have the right to search any vehicle on the premises if there is reason to believe that an illegal item or substance is in the vehicle.
6. Parking is available as a **PRIVILEGE** to licensed student drivers. The following rules and regulations must be followed in order for students to enjoy this privilege. These regulations are in place for all student drivers, including those who attend on a half-day or part-time basis.
 - Student parking is by permit only. Students must have their parking permit hanging from their rear view mirror in view on their designated vehicles whenever that vehicle is parked in the parking lot. Students who plan to use two cars must have both cars registered.
 - Students who lose their parking privilege for disciplinary reasons must surrender their parking permit to the office by the end of the next school day. Failure to do so will result in the loss of parking privilege being extended for a period of time to be determined by the principal, assistant principal, or designee.
 - Students who drive to school must allow enough time to arrive at school without being late. School policy on tardiness will be strictly enforced. In addition to the consequences set forth by school policy,

four (4) unexcused tardies will result in parking privileges being revoked for ten (10) school days, five (5) unexcused tardies will result in parking privileges being revoked for an extended period of time to be determined by the principal, assistant principal, or designee; and six (6) unexcused tardies may result in parking privileges being revoked for the remainder of the school year. The recording of unexcused tardies begins on the first day of the school year--not at the time the parking permit is obtained.

- Students who leave school without permission may have their parking privileges suspended for a period of time to be determined by the principal, assistant principal, or designee or revoked for the remainder of the school year.
- Students parking on school property while their parking privileges have been suspended may lose their parking privileges for an extended period of time or having their parking privileges revoked for the remainder of the school year. Parking is by permit only and violators may be towed at the owner's expense.
- Both the principal and assistant principal have the right to deny, suspend, or revoke the driving privilege from students who do not maintained good academic standing, who have unsatisfactory discipline records, or who have an unsatisfactory attendance record. These decisions are made on a case-by-case basis.
- Parking permits are issued to specific individuals for specific vehicles to be parked in assigned spaces during school hours. No student may use another students' permit. Any disregard for this rule may result in parking privileges being suspended for both parties.
- All legal driving laws and courtesies must be observed while on school property. Students driving in a dangerous, reckless or negligent manner will be subject to parking privileges being suspended or revoked, and a possible citation.
- Contraband items in student vehicles may also result in parking privileges being suspended or revoked. This includes, but is not limited to: illegal drugs or drug paraphernalia, tobacco, alcohol, knives, firearms, or other weapons. Penns Valley Area High School retains the right to search any vehicle on the premises suspected of containing

one or more of these items. Law enforcement and canine units may be used for this search.

- Students, who lose their parking permit, forfeit their deposit. They will have the opportunity to purchase a second permit. However, if the second permit is lost, students will lose their parking privilege for the remainder of the school year.
- Parking illegally (fire lane, handicapped spaces) may result in a citation being filed or the vehicle being towed from the premises at the owner's expense.

7. **Safe Driving to School Events**

Penns Valley Area High School is concerned about the safety and driving habits of our students. If students are found to be driving recklessly either to or from school or from school events, parents will be notified and parking privileges may be revoked. (See Board Policy 223)

STUDENT PARKING AND DRIVING – CPI

Students who attend CPI (Central Pennsylvania Institute of Science and Technology) are not permitted to drive or ride with another student to CPI and must take bus transportation provided by the school district (unless permission has been obtained from both the home school Administrator and CPI Administrator). Students on Co-Op (Cooperative Work Experience) may see the Director of CPI regarding a parking permit. Temporary exceptions to this policy are evaluated on a case-by-case basis at CPI. Failure to comply with this policy may result in disciplinary consequences and possible removal from CPI.

Temporary parking permits may be issued for the following reasons:

- Medical Appointments (proof of appointment is needed – failure to do so may result in denial of a parking permit for future medical appointments)
- School-related extracurricular activities
- Prior approval by Director of CPI

If approval is granted, students must agree to the following regulations:

- **NO PASSENGERS!** Violation of this regulation will result in forfeiture of driving permit. Passengers are also subject to disciplinary action.
- Students may receive a ticket by Spring Township Police for parking without a permit.

- Students must park in the front parking lot only. Students must enter the front of the building. Students who do not park in the front lot may lose their driving privileges. Students will not be permitted to park off school property.
- The parking permit, issued by school officials, must be in a visible place (rear view mirror) on the vehicle when it is parked in the school parking lot.
- Students who are getting vehicles serviced (Auto Technology, Collision Repair, or other programs) must get approval from instructor by completing the application form and getting a temporary pass from the receptionist. The application form is not accepted as a parking permit and students will be subjected to parking fines if a temporary permit is not visible on the car.
- A student must notify the front receptionist if the CPI parking permit is used in a different vehicle than the one listed on the application.
- NO LOITERING in parking lot. Students will proceed to class immediately.
- Students should arrive and leave the sending school and CPI at approximately the same time as school provided transportation.
- CPI is not responsible for vehicles that are damaged, stolen, or involved in a theft of contents while the vehicle is driven or parked on school property.
- Violations of the parking/driving rules and guidelines may result in the following disciplinary actions:
First Offense – Warning
Second Offense - Loss of any future permit approval and In-school suspension
Third Offense - In-school suspension and possible removal from CPI.

Students who drive to CPI without a permit and without proper permission will not be granted a permit that day. These students will incur the risks of getting their car ticketed by Spring Township Police. Students must get prior approval before driving to CPI.

CPI will not appeal parking violations on behalf of students.

STUDENT RECORDS POLICY

The school district is responsible to collect, maintain, and release basic student information when appropriate. A policy has been approved by the Penns Valley Area School Board and the Department of Education to comply with federal and state regulations concerning student records. Copies of this policy are available in the superintendent's office and at each school in the district.

A student record includes basic personal, health, and educational information. Personal data includes sex, birth date, birthplace, parents/guardian names and occupations, siblings, address, phone number, and picture. Health data includes results of measurement, visual, hearing, dental and physical evaluations and doctors' reports submitted to the school. Educational data includes attendance, grades, test results, and school activities.

Access to the records is available only to:

- Student
- Parents/Guardians
- School Personnel (dealing directly with the student)
- Others only with written permission of student/parents/guardians

If a student or a parents/guardians believes any information on the record is inaccurate, misleading, or violates privacy, the student/parents/guardians may request a meeting with the principal and the person responsible for recording the information. If a satisfactory conclusion cannot be reached, a hearing may be requested to review the case.

In addition, directory information is available and includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, the most recent school attended by the student, and other information beneficial to the student or the district. If you object to the release of directory information, **please inform the school in writing.**

When a student transfers to another school, Penns Valley's Counseling Office will forward complete records upon request from that school. Moreover, students may obtain a photocopy of the material at a cost of \$.10 per page.

STUDENT USE OF SCHOOL TELEPHONES

Students will not be called out of class to the telephone. Only in emergency situations will messages be delivered to students and only from family members.

If students wish to leave class to use the phone in emergency situations, classroom teachers must either sign their pass or call the office before allowing

students to leave their classroom. ***Students who are ill must see the nurse who will contact their parents/guardian.***

All classroom phones at Penns Valley Area High School have 911 capabilities. In the event of an emergency anyone (staff or student) can simply pick up the receiver, dial 911 and report the emergency. Anyone found abusing this system in any way, such as calling in false alarms, will be prosecuted to the fullest extent of the law.

SUSPENSION MAKE-UP POLICY

If a student commits an offense serious enough to cause the principal to suspend the student out of school, the student is not permitted to attend or participate in any school event occurring during the suspension period.

A student suspended out of school has the right and responsibility to make up all class work missed without penalty. The student will have a number of days to make up missed work equal to the number of days of suspension except that in no case will the student have more than five school days to turn in back work.

TERRORISTIC THREATS/ACTS

Terroristic threats of any kind will not be tolerated and will be prosecuted to the fullest extent of the law. (See Board Policy 218.2)

TOBACCO FREE SCHOOL

On December 21, 1988 Governor Robert Casey signed into law a bill prohibiting the use of tobacco by pupils in school buildings, in school buses and on school property. This law concerning pupils became effective February 20, 1989. (See Board Policy 222)

UNSPORTSMAN-LIKE CONDUCT (STUDENT FAN)

A student sports fan exhibiting unsportsmanlike-like conduct at either a home event or an away event will be disciplined. EXAMPLES of flagrant unsportsmanlike-like conduct by a student fan include but are not limited to:

- obscene gestures toward fans, officials, players or coaches;
- obscene language toward fans, officials, players or coaches;
- vandalism to a school;
- instigating a fight; and
- harassing fans, officials, players or coaches.

Disciplinary action may include any or all of the following:

- expulsion from the event
- in-school or out-of-school suspension;
- non-attendance at future athletic events;
- paying for cost of vandalism; and
- letter sent home informing parents/guardians.

UNSPORTSMAN-LIKE CONDUCT (ATHLETE)

The administration in cooperation with the coach and athletic director will discipline an athlete for flagrant unsportsmanlike conduct. Additionally, athletes are to abide by the Code of Conduct.

EXAMPLES of flagrant unsportsmanlike conduct include but are not limited to:

- obscene gestures toward fans, officials, players or coaches;
- obscene language toward fans, officials, players or coaches;
- vandalism to a locker room;
- instigating a fight; and
- refusal to shake hands at the end of a competition.

Disciplinary action may include any or all of the following:

- in-school or out-of-school suspension;
- non-participation in future events (number determined by the offense);
- dismissal from the team;
- paying for cost of vandalism; and
- letter sent home informing parents/guardians.

VENDING MACHINE RULES

All machines (except the milk machine) must be turned off from 8:00 a.m. until 3:30 p.m. daily.

VISITORS

Visitors will be informed via signs at the front of the building to make themselves known to the office personnel by pushing the button to request admittance. All schools will register visitors through the LobbyWorks system. Visitors will be requested to provide a driver's license to be scanned to register them in the system. In the absence of a driver's license, a photograph can be taken to create a visitor identify in the system. The visitor will be issued a pass that must be visible at all times. Substitute teachers will wear a school issued ID Badge. Student teachers will display their college student ID.

WEAPONS/DANGEROUS ITEMS

Weapons and replicas of weapons are forbidden on school property except for those under control of law enforcement personnel.

The term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shot gun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury as determined by school officials. Chains, including wallet chains, are considered a part of the weapons policy at Penns Valley Area High School.

"Dangerous Items" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person or in the person's vehicle on school property is subject to seizure or forfeiture.

(See Board Policy 218.1)

WITHDRAWAL PROCEDURES

The procedure for a student who is moving from the district or who is withdrawing from school for any reason is as follows:

- make the school counselor aware of withdrawal plans;
- obtain a withdrawal form from the Counseling Office;
- return all books and equipment belonging to the school; and,
- leave the completed withdrawal form at the Counseling Office.

Failure to return books and equipment to the school will result in a citation being filed with the district magistrate. Student records will be mailed to the new school as soon as an official request for records is received.

WEATHER ALERTNESS

In the event of a severe thunder storm or tornado warning the following procedures will occur:

1. Students and staff will be directed (via intercom) to go to the hallways away from glass windows and will be required to sit on the floor with back against walls or lockers, and arms covering the head area.
2. All large and open areas (gyms, auditorium, cafeteria, etc.) are declared off-limits.

3. Weather Alertness Drills may be conducted at the request of the principal.

WORKING PERMITS

Applications for working permits are available in the high school office. Before requesting an application for a working permit, a student must be at least 14 years of age and either a resident of the school district or working within the school district. When the completed application is returned to the high school office, the issuing officer/secretary will witness the signature of the parent/guardian and make a copy of the document verifying “proof of age” such as a birth certificate, passport, driver’s permit or driver’s license. After the application is completed, a work permit will be generated and the requesting student must sign the permit in the presence of the issuing officer/secretary.

FINAL NOTE: Specific rules of conduct described by the STUDENT HANDBOOK are not an exhaustive list of violations. The list of violations is a brief summary describing the type of conduct while at school that is subject to punishment.

PENNS VALLEY AREA HIGH SCHOOL DISCIPLINE POLICY

See Penns Valley Area School District – Board Policy 218 – Student Discipline
See Provision 12.3 amended under Section 2603-B of the Public School Code of 1949

The purpose of this policy is for the students to understand the importance of their behavior to the school community. Fortunately, 90 percent of the student body will not, on a regular basis, be involved in any form of disruptive behavior. This policy will allow students who are involved in disruptive behavior to see the consequences of their behavior. The policy also allows for the fair, consistent and equal treatment of each student.

The following discipline/consequence policy is not intended to illustrate all offenses, which may be committed, but gives *examples* of the types of offenses, which might fall under each category. The classroom teacher is the most important element in the discipline/consequences. *Teachers, coaches and advisors will establish their own rules and discipline procedures to accommodate their own situations. These rules and procedures must be consistent and compatible with established school board policy.* The administration has the right at all times to use their discretion when administering this policy. Any appeals to this process will be limited to an informal meeting with the building principal.

Specific rules of conduct prescribed by the STUDENT HANDBOOK are not an exhaustive list of violations, but are exemplary of the kind of conduct that is subject to punishment while at school.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the student to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

3. Dress and groom to meet standards of safety and health, and follow the Board approved Dress Code Policy.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily be on time for all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises

CODE OF STUDENT CONDUCT

Every person has the right to be treated as an exceptional human being. By being a student at Penns Valley Area High School, you can expect these things:

1. The right to an education. (Teachers should be free to teach and students should be free to learn without being interrupted by inconsiderate or disruptive students.)
2. The right to be safe in school and to have personal and school property respected.
3. Freedom from physical abuse and/or mental abuse such as name-calling, intimidation, harassment, or vulgar language. Swearing and the use of inappropriate language are not acceptable. Discipline will be in compliance with school policy.
4. Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.
5. The right to be respected and the right to privacy and freedom.

6. The right to develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

SCHOOL RULES

1. The Penns Valley Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
2. The Penns Valley Area School Board may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each board of school directors shall adopt a code of student conduct, which shall include policies governing student discipline and listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents/guardians. Copies of the code shall also be available in each school library.

Discipline Code Violations and Potential Consequences

Level I Violations are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher.

Level II Violations includes persistent violations within the Level I category as well as violations that are defined as Violations of the Attendance Policies of the Commonwealth of Pennsylvania and the Penns Valley Area School District and may include Alternative Education. Level II violations are handled by an administrator or designee.

Level III Violations are those that are serious in nature and may result in discipline that includes in or out of school suspension and an alternative education assignment, and/or expulsion from school.

In the event student actions seriously endanger the health, safety and/or welfare of the individual or others in the school, including but not limited to: acts which result in violence to another person, his/her property, or property of the school; persistent disregard of school rules; and possession, or use, of substances banned by school policy, police may be involved. Level III violations are handled by an administrator.

Level 1- Classroom Managed Behaviors (Minor)

Level I	Behavior	Looks Like/ Sounds Like
Classroom Disruption or Violation of Classroom or School Rules	Inappropriate behavior that hinders the learning of self or others	<ul style="list-style-type: none"> ● Yelling/Screaming ● Talking during instruction ● Horseplay/Throwing objects without the intent to harm ● Distracting others during class ● Failure to follow general rules
Unacceptable Language, Gestures or Actions	Inappropriate language or physical gestures or physical actions	<ul style="list-style-type: none"> ● Using or demonstrating vulgar, perverse and/or offensive language or gestures; ex: “damn” or “shit” ● Inappropriate public display of affection (PDA) ● Taunting to provoke another ● Taking unsolicited pictures or videos
Disrespect toward Staff	Negative attitudes or actions that defy a reasonable request by a staff member or undermine authority	<ul style="list-style-type: none"> ● Ignoring ● Arguing ● Refusing to follow directions ● Talking back ● Communicating in an inappropriate manner: either written or verbal ● Non-verbal gestures (ex. eye rolling)
Academic Dishonesty	Unauthorized collaboration on assignments Cheating	<ul style="list-style-type: none"> ● Copying daily classroom assignments - both parties subject to violation ● Possessing another student's work for any reason ● Inaccurate paraphrasing or direct borrowing of others' words without use of quotation marks and direct reference of individual ● Unauthorized use of translators to complete assignments ● Inventing or falsely attributing the sources used in a paper or other work ● Submitting one assignment for two courses without permission of both instructors ● Cheating on a test ● Sharing information that provides an unfair advantage to self or others
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of district technology, cell phone, music/video players, camera, and/or computer	<ul style="list-style-type: none"> ● Use of ANY electronic devices that does not comply with school guidelines ● Minor tampering with laptop ● Playing non-educational games ● Playing of any other games without the consent of the teacher ● Use of Google chat ● Not following established laptop check-in and/or checkout procedure
Dress Code Violation	Student wears clothing that violates current dress code	<ul style="list-style-type: none"> ● As defined by school guidelines ● Teacher notifies student they are in violation

	policy	and student corrects dress code violation
Off-Task	Student is not engaged in classroom activities	<ul style="list-style-type: none"> • Doing work for another class, out of seat, talking out of turn, disrupting the learning environment
Tardy	Student arrives to class after the bell	<ul style="list-style-type: none"> • Not present in the room when the bell rings
Unprepared for Class	Student is not ready to begin or participate in the lesson	<ul style="list-style-type: none"> • Not having materials ready to complete class. REPEATEDLY has no pencil, no books, no materials

Level 2- Office Managed Behaviors (Major)

Level II	Behavior	Looks Like/Sounds Like
Insubordination or Disorderly Conduct	Being defiant	<ul style="list-style-type: none"> ● Backtalk ● Repeated refusal to comply with reasonable requests ● Refusal to follow a staff member's instructions ● Leaving a classroom/meeting space without teacher permission
Verbal assault of a student or staff member	Words meant to demean or hurt another	<ul style="list-style-type: none"> ● Swearing directed at another individual ● Abusive language: verbal or written (using the "F" word)
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person	<ul style="list-style-type: none"> ● Threats, intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters
Fighting	Actions involving serious physical contact where injury may occur	<ul style="list-style-type: none"> ● Hitting, punching, hitting with an object, kicking, hair pulling, scratching
Plagiarism	Using someone else's work as own	<ul style="list-style-type: none"> ● Submitting work of others as own ● A second offense for academic dishonesty ● Stealing and sharing test answers with other students
Forgery, Counterfeiting or Falsifying Records	Providing false information, documentation or forgery	<ul style="list-style-type: none"> ● Signing a parent/guardian's signature on an excuse or official document ● Lying on classroom/school documents ● Unapproved reproduction of documents
Not in assigned area	<p>Failure to report to assigned area</p> <p>Violation of attendance policies</p>	<ul style="list-style-type: none"> ● Skipping class ● Leaving class for an extended period of time ● Failure to use restrooms in close proximity to assigned area ● Failure to provide appropriate documentation for absences or missed instructional time.
Dress Code Violation	Student wears clothing that violates current dress code policy	<ul style="list-style-type: none"> ● As defined by school guidelines ● Teacher notifies student they are in violation and student refuses to correct violation

Level 3- Office Managed Behaviors (Major; *potential police involvement*)

Level III	Behavior	Looks Like / Sounds Like
Malicious and/or Destructive Behavior	Destroying or defacing property	<ul style="list-style-type: none"> ● Intentional and reckless disregard of property ● Intentional and reckless vandalism ● Creating a disturbance that severely interrupts the school day ● Tampering with school safety devices
Physical Assault	An intentional attack on another person	<ul style="list-style-type: none"> ● Intentionally, knowingly, or recklessly causing bodily injury
Arson	Student plans or participates in malicious burning of property	<ul style="list-style-type: none"> ● Pictures or written threats ● caught in the act of setting fire
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm	<ul style="list-style-type: none"> ● Possession of weapon
Reckless endangerment	Any actions that could seriously injure another person, whether intentional or not	<ul style="list-style-type: none"> ● Deliberately disregarding safety rules and putting others in extreme danger of harm
Drugs/Alcohol/Tobacco	Student is in possession or is using drugs, alcohol, or tobacco	<ul style="list-style-type: none"> ● Possession of illegal substances as identified by school guidelines and/or local law enforcement. ● Possession of non-school approved medications of any kind
Threats	Terroristic; Extortion	<ul style="list-style-type: none"> ● Threat, written or verbal, with intent to cause emotional and/or physical harm ● Threatening someone through violence, property damage, or harm to reputation
Theft	Student is in possession of, having passed on or being responsible or removing someone else's property	

Education for Homeless Youth

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. A student may qualify for certain rights and protections under the federal McKinney-Vento Act if he/she is living in any of the following situations:

- a shelter
- a motel or campground due to the lack of an alternative adequate accommodation
- a car, park, or abandoned building
- doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending the school of origin.
- Receive transportation to and from the school of origin.
- Receive educational services comparable to those provided to other students.

Please contact Dr. Holly Sawyer, Homeless Liaison at 814-422-2000 ext. 2536 with questions or to find out what services and supports may be available.