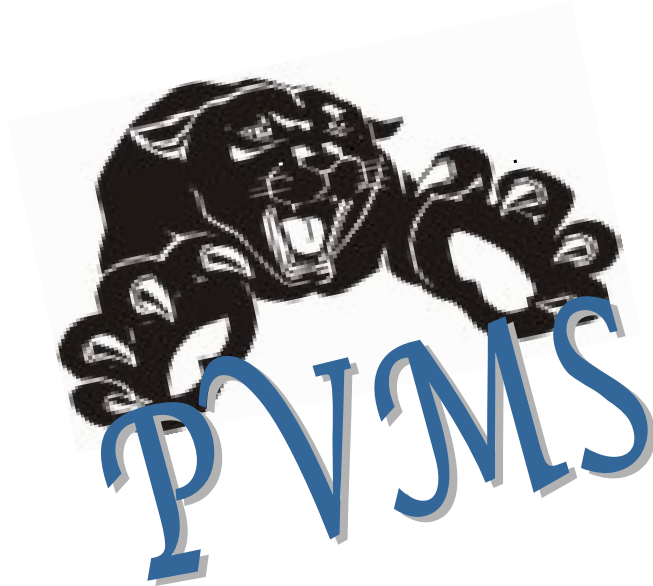


*Panther Valley Middle School  
678 Panther Pride Drive  
Lansford, Pennsylvania 18232*



*Panther Valley Middle School  
Student / Parent Handbook  
2010-2011 School Term*

## **Superintendent's Message**

Dear Students, Parents, Guardians, and Staff,

Greetings! On behalf of the Board of School Directors and the Administrative Team I would like to introduce you to the Panther Valley School District Student-Parent Handbook. We strive to create a positive and purposeful environment for the students of Panther Valley. This handbook is a guide to the policies and procedures that our Administrative Team utilizes throughout the District. Our goal is to address all issues and concerns fairly and consistently based on the policies and procedures established by the Board of School Directors.

Education and discipline are a shared responsibility between the students, parents, teachers, and administrators. Please read the handbook and maintain it for your future reference. It is not all inclusive, but covers a majority of the concerns students and parents routinely have. We look forward to a successful school year and the exciting opportunities that a fresh start always brings.

Yours in Education,

Rosemary Porembo,  
Superintendent

Panther Valley School District is an equal opportunity educational institution. The district does not discriminate on the basis of race, religion, age, color, national origin, sex, age, handicap, or limited English proficiency in its activities, programs, or employment practices as required under Title VI, Title IX, and Section 504, and the Americans with Disabilities Act of 1990.

Special needs students may qualify for special educational/employment services and equipment modifications. These services will assist students in successfully completing their educational programs and in participating in school activities.

For information regarding civil rights or grievance procedures, and special services for special needs students, contact Mrs. Rosemary Porembo, Superintendent and Coordinator of Title IX, Title VI, Section 504, and the Americans with Disabilities Act of 1990 at the Panther Valley School District Office, located at 1 Panther Way, Lansford, PA 18232 (570)645-4248.

## **PANTHER VALLEY MIDDLE SCHOOL FACULTY AND STAFF**

### **ADMINISTRATION**

Mrs. Lisa Mace – Principal

### **DISCIPLINARIAN**

TBA

### **GUIDANCE**

Mrs. Lisa Ogozalek

### **NURSE**

Mrs. Kathy Inama

### **SECRETARIAL STAFF**

Mrs. Lisa Rubin

Mrs. Francine Willing

### **FACULTY AND STAFF**

#### **6<sup>th</sup> Grade Team**

Mrs. Ann Davis – Para Educator

Mr. Rich Evanko - Geography

Mrs. Julie Gower – Language Arts

Mr. Robert Krzywicki - Reading

Mr. Mark Lavine – Math

Mrs. Shannon McBride – Science

– Special Education

#### **7<sup>th</sup> Grade Team**

Mrs. Meredith Alabovitz – Special Education

### **DISTRICT ADMINISTRATION**

Mrs. Rosemary Porembo - Superintendent

Mr. Ken Marx – Business Manager

Mrs. Janet Fisher – Technology Coordinator

Mr. George “Smokey” Krajnak – Building and Grounds

Mrs. Vicky Stahr – Nutritional Services

Mrs. Kristen Black – Athletic Director

Mr. Dan Borden – Director of Special Education

### **SCHOOL BOARD**

Mr. Jeff Markovich - President

Mr. Richard Pondish – Vice-President

Mrs. Donna Trimmel - Secretary

Mr. Anthony DeMarco - Treasurer

Mr. Roy Angst

Mrs. Irene Genther

Mr. David Hiles

Mr. Bill Hunsicker

Mrs. Koreen Nalesnik

### **CUSTODIANS**

Mr. Anthony Marconi

Mr. Arthur Nace

Mr. Dave Serina

Mrs. Mary Williams

Mr. Patrick Crampsie – Science  
Ms. Pauline Davis – Reading

Mr. Charley DePuy – Math  
Mrs. Nancy Gardiner – Language Arts  
Mrs. Marie Halladay – Para Educator  
Mrs. Mary Mantz – Para Educator  
Mr. Josh Wank – History  
Mrs. Ginny Williams – Special Education

#### **CAFETERIA**

Mrs. Helen Applegate  
Mrs. Sandy Cebulak  
Mrs. Melanie Gilbert  
Mrs. Patricia Kattner  
Mrs. Fran Shemansik

#### **8<sup>th</sup> Grade Team**

Mrs. Linda Androkitis – Para Educator  
Mr. Terence Bonner – History  
Miss Hollie Carsia – Special Education  
Mrs. Lucy Kozuch – Math  
Miss Kim Laird – Language Arts  
Mrs. Julie Loudon – Para Educator  
Mr. Ed Kocha - Reading  
Mrs. Chrisanne Powell – Science  
Ms. Belinda Roberts – Special Education

#### **Special Areas Team**

Mr. Matt Davis – PSSA Math  
Mrs. Toni Gerhart – Computers  
Mr. David Hood – Technology Education  
Mr. Joe Ogozalek – Music  
Mrs. Carolyn Rider – Family and Consumer Science  
Mrs. Bobbi Sisock – Physical Education and Health  
Mrs. Jen Squillace – Art  
Ms. Kirsten Tout – Library Science

#### **Life Skills Team**

Ms. Tracey Fertally - Teacher  
Mrs. Rebecca Chuma – Para Educator  
Mrs. Jackie Colanecco – Para Educator  
Ms. Kim Kwaak – Para Educator  
Mrs. Charlene Lynn – Para Educator

### **BUILDING CONTACT INFORMATION**

#### **Administration Office**

Rosemary Porembo, Superintendent  
Ken Marx, Business Manager  
1 Panther Way  
Lansford, PA 18232  
(570)645-4248

#### **High School**

Joseph Gunnels, Principal  
912 Coal Region Way  
Lansford, PA 18232  
(570)645-2171

#### **Middle School**

Lisa Mace, Principal  
678 Panther Pride Drive  
Lansford, PA 18232  
(570)645-2175

#### **Elementary School**

William Lombardo, Principal  
1 North Mermon Avenue  
Nesquehoning, PA 18240  
(570)669-9411

### **PANTHER VALLEY SCHOOL BOARD MEETING DATES**

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## **ACADEMIC STANDARDS**

The Panther Valley School District is using the Standards Aligned System (SAS) to guide instruction throughout the district. SAS is a comprehensive approach to support student achievement. The districts standards-based educational system will promote equity and student learning by applying rigorous and challenging standards to all students.

## **ACCIDENT REPORT – STUDENTS**

The following procedure is recommended when a student is hurt in school:

1. All students are to be sent to the nurse or main office.
2. All school, school grounds, or bus related student accidents should be reported to the school nurse, supervisor in charge of activity, and to the principal. This should be done regardless of the degree of injury.
3. Accident forms are to be filled out and submitted to the office.

The following procedure is recommended when a student is hurt during a sport practice or game.

1. All students are sent to the Athletic Director/Coach/Athletic Trainer.
2. All accidents are to be reported regardless of the degree of injury.
3. Accident forms are to be filled out and submitted to the office.

## **ARRIVAL AND DISMISSAL**

Students who are transported to school by their parents should leave home so that they arrive at the school 10 minutes before school begins.

At times throughout the year, there are scheduled early dismissals. Parents will be notified of specific early dismissals through notices sent home with their child or through publications in the area newspapers.

Emergency dismissals are announced on the following radio and television stations: WLSH, WMGH, WKRZ, WNEP Channel 16, WYOU-22, WBRE-28, WFMZ-69 and, BRCTV-13.

### **ARRIVE:**

8:15 AM TO 9:15 AM - Tardy

9:15 AM TO 11:30 AM - ½ day absent

### **LEAVE:**

Leave before 11:30 AM – ½ absent

Depart after 1:30 PM – full day present

**Doctor appointments** are encouraged after the school day ends. However, if this is not possible, a student who leaves and returns within a 1-1/2 hour and brings back a **DOCTOR'S NOTE** will not be charged with an absence.

## **SCHOOL ATTENDANCE AND ABSENCE**

Regular attendance is essential to success in school. Attendance records are a very important part of a student's permanent record, which is kept in the office files. Business and industry carefully examine the school records of applicants for employment. Those with records of excessive absences are considered undependable and poor prospects for employment. The school recognizes its responsibility of cooperating with the home to encourage regular daily attendance. **Parents should call before 9:00 A.M.** when a student will be absent. If a parent does not call, the school will usually attempt to contact the home to check on the absence.

The following attendance policy is designed to encourage communication with the home concerning student attendance. The action steps to be followed are:

1. Students are to bring a written excuse signed by their parent or guardian into the office immediately following an absence. If a student fails to produce a note after the issuance of a temporary pass, a detention will be assigned. Failure to submit a note will result in a student being given an unexcused/illegal day.
2. When a student acquires ten (10) days absence, a letter with a copy of the attendance policy will be sent to the parent/guardian. A doctor's excuse for subsequent absences will be required. The student will be referred to the SAP team.
3. At any time during the school year if your child has 3 unlawful absences, you will be sent an official notice of absence letter. Any future illegal days, the district will prosecute through the office of the District's Magistrate under the PA School Code 13-3333.
4. When a student acquires eighteen (18) days absence, the student and parents or guardian will be offered a due process hearing by a review committee consisting of the principal, counselor, and/or school nurse.

If it is determined that no extenuating circumstances exist, upon reaching the nineteenth (19) absence, the student may be required to repeat the educational program.

The review committee may exercise the following options:

1. Grant credit for the course because of medical reasons, provided the student has successfully met all other requirements.
2. Withhold course credit.
3. Recommend to the Superintendent that the student be expelled for the remainder of the school year. (Board action required)

**Note:** If course credit is withdrawn, a student will remain, under normal circumstances, in the classes to which he/she is assigned.

#### District Wide

District wide students exceeding thirty (30) days of absence (regardless of age) may be retained in their grade. In the case of students with IEP's an individual determination will be made by the IEP team regarding retention or promotion. For students whose absence is caused by extended illness, a decision will be made by the Principal based on the individual circumstances and recommendations of the teacher(s), counselor and parents/guardians regarding the student's ability to be successful if promoted to the next grade.

Days of suspension (involuntary absence) will not be included in the absence plan.

Thereafter, for each session or continuous sessions absent, students are required to submit a written excuse from a parent/guardian. **Students also may be required to submit a doctor's note at the sole discretion of the school district at any time.** Students may not sign their own excuses even if they are eighteen years old. However, receiving a written excuse from a parent does **NOT** in itself qualify the absence as excused. The absence must be for a legal reason according to the school code and school board policy.

A doctor's note is required for admission to school any time the school authorities deem it necessary. Doctor's notes will always be required after three (3) consecutive days of absence. **All excuses must be turned in to the office upon returning from being absent; this includes parental and/or required doctor's notes.** If written excuses are not turned in within this time frame, the day(s) of absence will be considered unexcused or illegal. Parents may be cited and fined according to Act 29.

#### Compulsory Education

Section 1327 of the PA School Code states, "Every child of compulsory age (8-17 years old) having a legal residence in the Commonwealth, as provided in the article, and every migratory child of compulsory age, is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English Language".

The following reasons as found in Chapter 11, Pupil Attendance of the Regulations of the State Board of Education of Pennsylvania, are the only reasons for an approved temporary absence from school:

#### **A. Religious Holidays**

1. A pupil may be excused from school for observance of bona fide religious holidays by particular religious groups in accordance with policies of the district's Board of School Directors.
2. A pupil's absence from school for bona fide religious holidays shall be recorded as an excused absence. There shall be no penalty attached to such an absence.

#### **B. Health Care**

A pupil may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

1. The health services are rendered by state licensed practitioners.
2. There has been established reasonable cooperation between the school authorities and the practitioners in providing services to school children outside school hours.
3. The time of necessary absence from school involves a minimum of interference with school work.

#### **C. Illness or other Urgent Reasons**

1. Every principal may upon receipt of satisfactory evidence of mental, physical, or other urgent reasons excuse a child for non-attendance during a temporary period, but the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance.
2. The following may be construed as being among "urgent reasons":
  - Death in the family
  - Impassable roads
  - Quarantine when verified by a public health service or a licensed physician
  - Unusual emergency affecting a given student
  - Educational travel previously approved. A letter of request must be sent to the Superintendent of Schools.

#### **D. Participation in extra-curricular activities and sports**

**A student will not be permitted to participate or attend any extra curricular activities or sports event on that day when he/she is tardy or absent from school. A student is also excluded from participating in any extra-curricular activities if failing one or more major subject at any given time.**

The only exceptions will be the following: a religious holiday, a doctor or dentist appointment,. Upon arrival to school, the late student must present either an excuse from the doctor or dentist or, in the case of the driver's examination or eye test, a note from the examining officer. The note must state the time the student left the office or testing center. Students are encouraged to make personal appointments on their own time and not on school time.

Any exceptions to the above regulations will be handled on an individual basis by the school principal.

- E. As per school board policy, educational travel may not take place during the first two weeks of school, the last two weeks of school, and during the timeframe of state standardized testing.**

**F. Cyber school/Charter school – Any child enrolling in a cyber or charter school must attend school until the district receives official notification of enrollment in the cyber / charter school.**

### **TARDY**

Students will be allowed three tardies to school for each semester of the school year. (Aug-Dec and Jan-June) Beginning with the fourth tardy, students will be subject to the following progressive discipline.

- a. Fourth offense will result in a one hour detention
- b. Fifth offense will result in one hour of detention
- c. Sixth offense will result in two hours of detention.
- d. Seventh offense will result in four hours of detention.
- e. Eighth offense will result in one-day in-school suspension.
- f. Ninth offense will result in two days in-school suspension.
- g. Ten or more will result in three out-of school suspension.

If a student is absent from school for any part of a school day, he/she **may not** participate in extra-curricular activities or sports on that day.

Students electing to eat breakfast at school in the morning are required to be on time for homeroom and will be considered tardy if late to homeroom.

### **TRUANCY – (defined as an unexcused absence for school for ½ day or more)**

Please be notified that Act 29 of 1995 revises the penalties for the school truancy as follows:

The law raises the fine placed on parents for truancy to \$300 and requires parents to pay court costs and/or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child will be fined up to \$300 or be assigned to an adjudication alternative program.

Other provisions allow a district justice to suspend a sentence given to the parent or child if the child is no longer habitually truant. A district justice may order the parents to perform community service for up to six months. The law also grants to state, municipal, port authority, transit authority, housing authority or school police officers the same arrest powers as attendance officers and home and school visitors.

In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their 16<sup>th</sup> birthday. Finally, students are parents involved with home education programs are exempt from the provisions of the act.

### **Students under the Compulsory Attendance Age:**

1. Detention and/or day in-school suspension and parental notification for each unlawful absence.
2. Once three days of unlawful absences are compiled, a first offense notice will be served on the parents.
3. After more than three days of unlawful absences, the parents will receive a citation and a fine in accordance with Act 29.



**Absences due to truancy are unexcused or unlawful with no make-up privileges. A doctor's note may be required for admission to school at any time the school authority deems it necessary and must be presented in three days of the request.** Failure to comply with such a request will cause the absence to be recorded as unexcused and unlawful for students under the age of seventeen.

## **BUS DISCIPLINE**

### **1. Purpose**

Appropriate behavior on the buses, which provide transportation for students, is important for two reasons. This bus discipline code has been developed with these two purposes in mind:

- 1. Inappropriate behavior can result in safety hazards not only for the individual student, but also for other students on the bus.**
- 2. Socially unacceptable behavior can infringe on the rights of other individuals.**

Since the bus and its safe operation are the responsibility of the driver, he/she is also fully responsible for its riders, over which he/she has the same authority as a classroom teacher. However, it must be remembered that the riders or pupils, as the case may be, are under the same obligation as they are in school-to obey and follow the rules and regulations of the bus discipline code.

The purpose of school transportation is to transport students and materials necessary for school activities. However, only articles that may be held on the student's lap or stored under the bus seat will be transported on the bus.

Typical infractions have been divided into three levels of increasing severity. Corresponding to these three levels are the three degrees of disciplinary action. Each level will be explained in detail with the disciplinary action that will result.

### **2. Guidelines-Disciplinary Action Schedule For Buses.**

**LEVEL I** – These offense include, but are not limited to, the following:

1. Littering on the bus.
2. Eating food including candy, drinking beverages or chewing gum.
3. Moving from seat to seat or up and down the aisle while the bus is in motion, standing or sitting in an unsafe manner.
4. Spitting.
5. Failure to comply with the reasonable request of the driver.
6. Putting the head or other parts of the body outside of the bus.
7. Abusive language/gestures to others.
8. Use of water propellants.
9. Throwing things on the bus or out of the bus.
10. Misconduct of any kind at the bus stop or on the bus.

**LEVEL II** – These offenses put the safety of the bus and its passengers in immediate danger. They include, but are not limited to, the following:

1. Vandalism – restitution will be required, in addition to bus discipline code enforcement.
2. Insubordination – defined as blatant/overt act of disrespect to the driver and/or continued non-compliance to driver requests.
3. Fighting.

4. Smoking (possession or use of tobacco-smoke or smokeless). In addition, charges are filed with the district magistrate for violation of Act 145- PA. C.S. 6306.1.
5. Entering or leaving the bus via the emergency exit without permission.
6. Interfering with the bus (example: failure to properly exit the bus; putting things under the wheels; hitting the side of the bus; tampering with equipment).
7. Harassing or aggravating other students.

**LEVEL III** – These offenses are of extreme danger and include, but are not limited to, the following:

1. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and alcohol
2. Physical attack on the bus driver (hitting, kicking, punching, slapping, pulling hair, etc.).
3. Hitting the driver with a thrown object or throwing an object, which constitutes a safety hazard.
4. Tampering with or operating the emergency door except in cases of emergency.
5. Leaving or entering the bus via the emergency exit while the bus is in motion.
6. Tampering with the bus controls.
7. Endangerment to health, safety, and welfare of students and/or the bus driver. Behavior in a manner that would distract the driver – such as yelling, pounding on the walls, floors or ceiling of the bus.

### **ENFORCEMENT**

A student who becomes a discipline problem on the bus CAN be deprived of the privilege of riding on the bus. The Disciplinarian will handle ALL discipline offenses.

A copy of all offenses will be sent home to the parents/guardian.

When a student is written up for misconduct, the Disciplinarian will review the referral. He/she will determine the course of action taken depending on the level of misbehavior.

The consequence can vary from talking to a student, detention, meeting with parents/guardians to losing the privilege of riding the bus anywhere from 3 to 10 days. If a student does lose his/her privilege of riding, the parent/guardian would then be responsible for getting their child to/from school. If the child does not come to school it will be treated as an illegal absence.

### **SAFETY RULES FOR STUDENTS WHO RIDE SCHOOL BUSES**

Parents are encouraged to talk with their children regarding bus safety, behavior at bus stops and while riding a school bus. The following items should be discussed. Students should:

- a) Walk on the left side of the road facing traffic when going to the bus stop; always use assigned bus stops and stand off the roadway while waiting.
- b) Plan to be at the bus stop five minutes before the scheduled pickup time.
- c) Respect the property of others-lawns, trees, nearby fences, etc.
- d) Wait to get on the bus until it has come to a complete stop and the red lights are flashing.
- e) Wait for a signal from the driver before walking across the road to get to the bus.
- f) Always look both ways and listen for oncoming vehicles before stepping onto the road.
- g) Follow the instructions of the driver promptly and respectfully. The driver is in charge of the bus and reports to the school principal.
- h) Accept seat assignments when the driver assigns seats.
- i) Remain seated while the bus is in motion-facing forward.
- j) Keep hands, feet, and head inside the bus at all times.
- k) Avoid unnecessary conversation with the driver or any motions or actions that may distract him/her.
- l) Observe “classroom” conduct while in the bus. Loud talking, shouting or turning around to call the people in other sections of the bus can be very disturbing to the driver.

## **BUS TRANSPORTATION**

Bus transportation is provided for all students who live within the busing boundaries of the district. Bus schedules are posted at the school entrance before the opening of school and published in the The Times News. Questions concerning busing should be directed to the transportation department in the Business Office of the school at 570-645-3176. Any questions, which cannot be resolved at that level, will be referred to the Business Manager. Proper student behavior on the bus is expected at all times to insure the safety of all

children. Improper behavior may result in temporary or permanent suspension. Permission to change buses **will not be permitted.** Bus overload must be of prime concern, since it involves the safety of students and is prohibited by law. A student riding a bus other than his/her assigned bus will be subject to disciplinary action. Before getting on and after departing a school bus, parents assume responsibility for the transportation and/or well being of the child.

## **CAFETERIA-LUNCH PERIOD REGULATIONS**

Eating is permitted only in the cafeteria. A student who brings his/her lunch or buys a lunch must eat in the cafeteria. The food service department makes available a well-balanced lunch and milk. No food or

beverages are to be taken out of the cafeteria. Students are allowed to charge only two meals. If payment is not received, the student will be given a cheese sandwich with a milk-which is still a reimbursable lunch-until the balance is paid. Parents should realize that the student's account will continue to be charged for the lunches. Students who owe money are not allowed to purchase any ala carte items.

At the Middle School level (6-8), if a student's lunch account balance is depleted by **\$10.00**, the student will be offered a ***provisionary meal*** until the charges are paid in full. The student's account will be charged according to posted lunch prices for the provisionary meal. **A provisionary lunch will consist of a cold cheese sandwich, carrot coins, fruit and milk.**

**The throwing of food, paper or other materials will not be tolerated.** Students must remain in the cafeteria during the lunch period. **Book bags, books, pens, pencils etc. are not to be taken to lunch and must be in the locker or a classroom.**

Free or reduced price lunches can be applied for by requesting a form from the office.

Students may be assigned seats by the cafeteria monitor and/or Principal. Once seats are assigned, only the monitor/Principal may change the seating.

## **CANCELLATION/DELAY OF SCHOOL & ACTIVITIES**

Severe deteriorating weather conditions may require that school be canceled or that opening be delayed. Announcements to this effect will be broadcast on the media mentioned under Emergency School Closings and also through the Alert Now system.. Usually, delayed school opening occurs during the winter months when weather is unpredictable. Parents should allow for the necessary transportation adjustments, etc. When school is dismissed early because of inclement weather, all school activities (including athletic practices and games) will be cancelled for the day. Please update change of phone numbers with the main office.

## **CELLULAR/MOBILE PHONES AND PERSONAL EQUIPMENT OR MATERIAL**

Students will be permitted to keep cellular/mobile phones secured in their locker, provided that the cellular/mobile phone is kept turned off during the school day. Students will not be permitted to carry cellular/mobile phones to classes for any reason. Violation of this policy will result in the confiscation of the cellular/mobile phone and other related disciplinary action. The consequence for a first offense violation of this policy will include a detention.

Personal equipment such as i-pods, MP3 players, radios, walkmans, cassette players, cameras, or any electronic devices, all types of cards (baseball, football, etc.) video games, pagers, toys, etc. are not permitted

to be used in school, except when prior written approval is given by a teacher for a specific project, program, or in conjunction with the curriculum. These personal items are to be kept in a locker during the school day. Violation of this policy will result in the confiscation of the item and other related disciplinary action.

### **CLASS TIME SCHEDULE**

**8:00 – 8:15 Breakfast**

**8:15 - 8:22 Homeroom/Lockers/Announcements/Attendance/Breakfast & Lunch Count**

	<b>8th Grade</b>		<b>6th Grade</b>		<b>7th Grade</b>
<b>1</b>	<b>8:23 - 9:07</b>	<b>1</b>	<b>8:23 - 9:07</b>	<b>1</b>	<b>8:23 - 9:07</b>
<b>2</b>	<b>9:10 - 9:54</b>	<b>2</b>	<b>9:10 - 9:54</b>	<b>2</b>	<b>9:10 - 9:54</b>
<b>3</b>	<b>9:57 - 10:41</b>	<b>3</b>	<b>9:57 - 10:41</b>	<b>3</b>	<b>9:57 - 10:41</b>
<b>4</b>	<b>10:44 - 11:14 (L)</b>	<b>4</b>	<b>10:44 - 11:28</b>	<b>4</b>	<b>10:44 - 11:28</b>
<b>5</b>	<b>11:17 - 12:01</b>	<b>5</b>	<b>11:31 - 12:15</b>	<b>5</b>	<b>11:31 - 12:01 (L)</b>
<b>6</b>	<b>12:04 - 12:48</b>	<b>6</b>	<b>12:18 - 12:48 (L)</b>	<b>6</b>	<b>12:04 - 12:48</b>
<b>7</b>	<b>12:51 - 1:35</b>	<b>7</b>	<b>12:51 - 1:35</b>	<b>7</b>	<b>12:51 - 1:35</b>
<b>8</b>	<b>1:38 - 2:22</b>	<b>8</b>	<b>1:38 - 2:22</b>	<b>8</b>	<b>1:38 - 2:22</b>
<b>9</b>	<b>2:25 - 2:55</b>	<b>9</b>	<b>2:25 - 2:55</b>	<b>9</b>	<b>2:25 - 2:55</b>

### **CONTROLLED SUBSTANCES**

The Board prohibits the use, possession and distribution of any controlled substances during school hours, on school property, and at any school sponsored event.

Definition of Terms is as follows:

**Controlled Substances** – shall include all look-alike drugs, any alcohol or malt beverage, anabolic steroid, any drug paraphernalia, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, drug paraphernalia, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

**Student Assistance Program** – a multidisciplinary team composed of professional school personnel trained to understand and work on the issues of adolescent chemical use, abuse, and dependency, and will play a role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Possession** – possess or hold with or without any attempt to distribute, any alcohol, drug substance determined to be illegal or as defined in this policy.

**Uncooperative Behavior** – is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault,

deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol specialist and/or faculty.

**Drug Paraphernalia** – includes any utensil or item that in the school's judgment can be associated with the use of drugs, alcohol or mood altering substances.

## **DANCES**

The following guidelines have been established to ensure that dances can be a place where students can have fun safely:

1. All school rules apply at dances. Violations of school policy or building procedures will be subject to the consequences outlined in the student discipline code. Students may refer to the student handbook section on discipline.
2. The school uniform does not need to be worn for school dances. Be advised that all other aspects of the dress code are to be followed in regards to footwear, hair, piercings, etc. Shirts, skirts/dresses, and pants **must** follow the same guidelines outlined in the current dress code.
3. Students who leave the dance will not be permitted to return.
4. Students suspected of being intoxicated, using drugs, or carrying alcohol, tobacco or drugs will not be admitted to the dance. These students will be subject to disciplinary action and prosecution.
5. Any student who gains entrance to a dance by means other than purchasing a ticket will be removed immediately. These students may be restricted from participating at future events.
6. Loitering or drinking in the parking lot is prohibited.
7. The Panther Valley Middle School reserves the right to prohibit any person from attending a dance in order to ensure the safety of those attending and to preserve the decorum of the event.
8. Students must be present in school on the day of a dance in order to attend the dance.

## **DRUG AND ALCOHOL**

Any student, who sells, gives, possesses uses or is under the influence of illicit drugs, narcotics, look-alike drugs and/or alcohol in or on school property, including buses and school grounds, or anywhere at a school sponsored activity will be subject to the Students Discipline and Conduct Code and District Drug and Alcohol Abuse Code. Parents should be familiar with the district's Drug and Alcohol Abuse and it's implications.

The Board requires that a student who, while under the school's jurisdiction, is found to possess, is observed to be under the influence of, use or abuse of alcohol or other drugs, narcotics, or substances believed by the student to be a drug or look-alikes, other health endangering compounds, or drug paraphernalia for the first time shall be subject to the following immediate actions: For subsequent offences please refer to Summarization of Drug and Alcohol Administrative Guidelines as set forth in student handbook.

1. Parents/Guardians shall be immediately contacted by the building administration and the student shall be sent home or removed from the school for medical attention if necessary. If the parents/guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the school administration.
2. The police department having jurisdiction over the area in which the school is located may be notified by the Superintendent or designee and the student may be referred for appropriate action. (Please refer to Summarization of Drug and Alcohol Administrative Guidelines as set forth in student handbook.)
3. The student will initially be suspended for up to ten (10) days during which time an informal hearing will be scheduled. In addition, students will be subject to eligibility guidelines.
4. Within the first three (3) days of the suspension, preferably the day after the occurrence, an informal

hearing will be held with the student, his/her parents or guardian, local police department representative, the school administration, and any other person who, in the judgment of the administration, could make contributions to aid in determining a course of action. As a result of the meeting, the district shall do one (1) or more of the following:

- Refer the student to district personnel for counseling. Appropriate staff members may constitute one (1) or more of the following:
  - 1) Principal.
  - 2) School nurse.
  - 3) Student's guidance counselor.
  - 4) School psychologist.
  - 5) Other appropriately trained staff members selected by the principal.
- Recommend the student, under parental supervision; obtain assessment from an outside licensed professional resource. Confirmation of such contact shall be required to be submitted within a prescribed time to the school administration. Such confirmation shall include a signed consent for release of information to the treating resource and a copy of a written report with recommendations. Failure to comply within a prescribed time will be cause for additional days of this suspension to be required. The quantity of these required suspensions will be at the discretion of the principal.
- Full suspension for up to ten (10) school days.
- Referral to the district hearing committee for an expulsion hearing.
- Student is required to follow the Student Assistance Contract.
- Any other action determined appropriate by the situation.

The Board recognizes that a student who voluntarily comes, or is referred, to the principal seeking help and not under the immediate influence of, or transferring, or in the possession of alcohol or other drugs, narcotics, or substances believed by the student to be a drug, other health endangering compounds, or drug paraphernalia within the school, is not subject to the provisions of this policy, but will be provided with all appropriate help as defined in this policy.

## Summarization of Drug and Alcohol Administration Guidelines

(Each situational category is continued on the next page)

<u><b>Situational Category</b></u>	A student is suspected of possible drug or alcohol use.	<i>A student contacts a staff member in regards to the drug or alcohol use of another student</i>	A student volunteers information about personal drug or alcohol use and asks for help	The student has a drug or alcohol related emergency	A student possesses drugs or drug-related paraphernalia	A student uses or is under the influence of drugs or alcohol.	A student uses, possesses or is under the influence of drugs and alcohol at a school-related activity on or off school property	A student is caught AGAIN in possession, use or under the influence of drugs or alcohol	A student is distributing a drug, alcohol or controlled substance
<b>Immediate Action</b>	Principal is summoned. - Staff member writes an anecdotal report of the incident. - Student is informed of the suspicion brought to the attention of administration.	The student who contacted the staff member is encouraged to get the student with a problem to personally seek assistance	The student is informed of services available and encouraged to seek assistance	The nurse will be summoned immediately Student will be transported to medical facility Principal is summoned Staff member writes an anecdotal report of the incident	Principal summoned. Paraphernalia is confiscated. Staff writes an anecdotal report of incident	Principal is summoned Staff member writes an anecdotal report of the incident	Chaperone will contact the group advisor or principal	Principal is summoned. Staff members writes an anecdotal report of the incident	Principal is summoned. Staff members writes an anecdotal report of the incident
<b>Investigation</b>	The nurse will be summoned immediately The student, his/her locker, and other possessions will be searched. Confiscation of substance.	Limited to the staff member, although the counselor, nurse or principal may be contacted for assistance	A staff member may request advice from the nurse or principal	The Principal	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	The student, his/her locker, and other possessions will be searched. Confiscation of substance.	The student and his/her possessions will be searched. Confiscation of substance.	The student and his/her possessions will be searched. Confiscation of substance.	The student and his/her possessions will be searched. Confiscation of substance.
<b>Notification of Parents</b>	Yes	Not applicable	Only with the consent of the student, unless there is clear and imminent danger	In the case of a health problem or medical emergency	Yes	Yes	Yes	Yes	Yes

<b>Notification of Police</b>	At the discretion of the principal or his designee based on student and/ or parental Cooperation	Not applicable	Not applicable	Yes	Yes	Yes	At the discretion of the principal or his designee	Yes	Yes, in order that they may take further action
<b>Disposition of Substance</b>	Not applicable	Not applicable	Not applicable	Analysis will be made	Analysis, if warranted	Analysis will be made for possible use in further proceedings	Analysis will be made for possible use in further proceedings	Analysis will be made for possible use in further proceedings	Analysis for use in further proceedings will be requested
<b><i>Discipline/ Rehabilitation</i></b>	Referral to the SAP Team. Referral to principal and appropriate agency if there is evidence of further violation; see appropriate situational category	None, Referral to the SAP Team	None, Referral to the SAP Team	Referral to principal and appropriate agency if there is evidence of further violation; see appropriate situational category	Required meeting with principal /superintendent If there is further violation, see appropriate situational category. Informal hearing 5-10 days OSS	Informal hearing. 10 days out of school suspension. Required participation in a chemical abuse program. (If uncooperative behavior, possible formal hearing for expulsion from school)	The student may be sent home immediately at parents expense or detained until a parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation	Informal hearing, 10 days out of school suspension. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility	Informal hearing, 10 days out of school suspension. Formal board hearing for expulsion. The administration will request that conditions for the return to school following expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendation of the facility



## **DISCIPLINE PROCEDURE**

The goal of the disciplinary policy is to achieve an efficient and orderly operation of the school. It attempts to eliminate disruptive behavior through a code that has built-in rehabilitative components and consequences. While discipline does not appear within the curriculum as a subject, it underlies the entire educational structure. Students are responsible for abiding by the rules and regulations of the Panther Valley School District. The Panther Valley Code of Student Discipline and Responsibilities, including the policies that address Drugs, Alcohol, & Tobacco; Weapons; Sexual and Racial Harassment; Bus and Cafeteria Behavior; and Internet and Software Usage pertaining to all students and lists the areas of violations and corresponding consequences. Expectations for discipline with the school as well as on the bus, at sporting events, and at extra-curricular activities are reviewed with students annually at the beginning of the school year. The Code is the following:

TO PRESERVE the optimum environment in which to deliver instructional services.

TO RESPOND to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct deviate behavior and keep disrupters in school.

TO REMOVE, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals in a positive and purposeful environment.

Every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

Every effort will be made to develop an approach to discipline which embodies fairness, firmness, and consistency. Should discipline problems occur, students are informed that the teachers initially shall meet this problem quickly and efficiently according to their own classroom management plans. These plans may include, but are not limited to any or all of the following: verbal reprimand/warning, student time-out, conferencing with student, guidance referral, behavior contract, phone call to parent, teacher-student-administrator conference, withdrawal of privileges, and detention with teacher.

Should the problem persist or the severity of the misbehavior warrants it, the teacher/team will refer the student to the office. Should this prove unsuccessful, parents will be involved immediately. Outside resources may also be utilized (school psychologist, child guidance services, counseling agencies, etc.).

The following regulations are cited below with the appropriate disciplinary action in order to inform students and parents as to what is considered unacceptable behavior. Judgmental decisions are often necessary. This is not an all-inclusive list, and the administration reserves the right to judge actions and behavior which are not on this list but may be a threat to the safety and order of the school.

Consequences for disciplinary infractions may be a teacher/team detention, administrative detention, Saturday detention, in-school suspension, out-of-school suspension (depending on the circumstances and cumulative occurrences). Consequences may be compounded for subsequent misbehavior. In certain instances, **charges may be filed by School Administrators through the local magistrate.** In other instances, a student may be referred to the School Board for possible expulsion.

**Students may be used as witnesses in hearings in certain incidents.** Parents/Guardians will be notified no later than one week prior to the hearing date. The Building Administrator will excuse the student at the date and time of the hearing. A subpoena may be requested by the District Justice's office if the witness is hesitant about appearing for the hearing. **By signing the Handbook Form at the conclusion of this handbook you authorize your understanding of witness notification and the potential of prosecution through the magistrate's office.**

## **DEMERIT SYSTEM**

In an effort to justify student exclusion from reward activities, which may occur during the school day, the following demerit system will be used in the middle school.

## **DEMERIT STRUCTURE**

### Level I Offense

Office Referrals (2)	1 demerit
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### Level II Offense

Detention	2 demerits
ISS	1 day – 4 demerits Additional days – 1 demerit/day
OSS	10 demerits

### Level III Offense

OSS	15 demerits
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## **Exclusion Procedure**

Students accumulating demerits according to the following schedule will be excluded from participating in activities.

September – 6 demerits	October – 9 demerits	November – 3/ 12 demerits	
December – 6/ 15 demerits	January – 6 demerits	February – 9 demerits	
March – 3/ 12 demerits	April – 6/ 15 demerits	May – 9/ 18 demerits	June – 3/ 21 demerits

Activities affected by this system may include, but are not limited to movies, annual talent show, and year end activities, Black, Gold, White Day or field trip). Barring unusual circumstances, students will not be excluded from those activities, which are designed to better their overall academic and social growth, such as skill-building assemblies and musical performances.

*NOTE: At the end of each marking period demerit amounts of 1, 2, and 3 resulting from Level I and II Offenses will be removed from the students' discipline record. Demerit amounts of 10 or more as the result of Level II, III Offenses will remain as a cumulative record. Students will also have the opportunity to lose demerits.*

For further information or clarification, please contact Mrs. Mace at the middle school office.

**Any student who owes class work or projects will not be permitted to attend assemblies during the school day. Students will report to a classroom to complete work.**

## **DETENTION PROCEDURES**

### **GUIDELINES FOR DETENTION**

- 1. Detentions will be held Monday through Thursday from 3:00 P.M. - 4:00 P.M. at the Panther Valley Middle School.**
2. All school rules remain in effect. Students must bring work or they will be assigned work.
3. Students will be called to the Media Center. Student will not be permitted to leave the school building. Students must report directly to detention from ninth period.
4. Students must keep busy with school related work. No sleeping will be permitted.

5. **Student will advise parent in relation to referral.**
6. Detention will be held in rooms to be announced
7. **Any detention requiring rescheduling, for any reason, will be served on the next scheduled school day; unless advised otherwise.**
8. The student is required to make transportation arrangements from the Panther Valley Middle School in advance of the detention date. **It is the parents responsibility to pick up their child at the end of detention.**
9. Late students will not be admitted.
10. A student assigned detention who becomes disruptive will receive an in-school suspension and the detention will be re-assigned.

**Failure to report for detention will result in the following penalties;**

- 1<sup>st</sup> cut – reassign detention and one day in-school suspension
- 2<sup>nd</sup> cut – reassign detention and two days in-school suspension
- 3<sup>rd</sup> cut – reassign detention and three days in-school suspension
- 4<sup>th</sup> cut – reassign detention and one day out-of-school suspension
- 5<sup>th</sup> cut – reassign detention and two days of out-of-school suspension
- 6<sup>th</sup> cut – reassign detention and three days out-of-school suspension
- 7<sup>th</sup> cut – will result in an alternative placement

Emergencies will be handled on an individual basis. Any illness must be accompanied by an original doctor's note in order to be excused. Students working will not be an acceptable excuse for rescheduling a detention.

**In-School Suspension** - When it becomes necessary to suspend a student for an infraction of school regulations, each student suspended will be considered on its own merits. An in-school suspension will be granted when it is deemed in the best interest of the student. The goal of the administration is to have most of the student exclusions from school take the form of in-school suspension. 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. Notice of in-school suspension should be given to parents and/or guardians before the effective date of the in-school suspension. An in-school suspension will enable the student to remain in school and continue his/her studies, but in a different setting. The suspended student will be assigned to the in-school suspension room which will be supervised by members of the staff. A student on in-school suspension will be restricted to the area all day. The student will not be allowed to participate in any extra-curricular activities (including sports events or practices) for the days of suspension.

The in-school suspension room rules consist of the following:

- Students will begin the day by writing in-school suspension rules and by signing the rule sheet.
- Students will be given a writing assignment reflecting on the rule that was broken.
- Students will receive classroom assignments by third period.
- No talking.
- No sleeping.
- Remain in assigned seat and no walking around.
- All assignments must be completed and returned to the teacher on duty.
- Students are not permitted to work ahead. If the assignment is finished before the end of the period, students are to review the assignments and make necessary corrections before the assignment is submitted. Students will be asked to write the handbook if they are not busy.
- Students will be escorted to the lavatory during third and seventh period by the teacher on duty.
- Students on in-school suspension will eat lunch at 10:44 am.
- Any student disrupting the suspension room or refusing to complete an assignment may result in another day of in-school suspension and/or out-of-school suspension.

- All completed assignments will be returned to classroom teachers. If an assignment is considered unacceptable by the classroom teacher, the student will redo the assignment in the in-school suspension room.
- Students will eat lunch in the in-school suspension room.

**Out-of School Suspension** - A student on out-of-school suspension is returned temporarily to his/her home and placed in the custody of his/her parent(s) or guardian(s). During the period of suspension the student is required to spend the school day hours, 7:45 a.m. to 2:55 p.m. on the home premises. The student is also barred from involvement in any school sponsored activity, either as a participant or a spectator. Furthermore, the student must remain away from the school grounds throughout the duration of the suspension. The cooperation of the parents is requested in the enforcement of this policy. The student needs to complete all out-of-school suspension assignments. If the student has not completed the requested assignments, the student will not be readmitted. It is the student's responsibility to make up all tests and any other assignments missed during the out-of-school suspension period. After completion of the suspension, the student will be readmitted to school after a scheduled conference with the student, parent(s)/guardian(s) and the principal.

The reasons a student may be excluded from school shall include but are not limited to: disruption, violence, vandalism, dangerous or illegal acts, violation of the rights of others, and possession or use of alcohol, drugs, or tobacco on school property or at school sponsored activities. Persistent or flagrant violations may lead to long term exclusions.

Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

- a. Suspensions may be given by the principal or person in charge of the public school.
- b. No student shall be suspended until the student has been informed on the reasons for the suspension, and has been given an opportunity to respond before the suspension becomes effective. 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.
- c. The parents and the superintendent of the Panther Valley School District shall be notified immediately in writing when a student is suspended.
- d. When the suspension exceeds three (3) school days, the student and the parent shall be given the opportunity for an informal hearing consistent with requirements set forth in Section 12.0.
- e. Suspension may not be made to run consecutively beyond the ten (10) school day period.
- f. Students shall be permitted to make up exams and work when missed. It is the responsibility of the students to make all necessary arrangements and complete make-up work within a reasonable length of time under the direction of the teacher or the principal.
- g. Once a student has accumulated eight (8) days of in-school suspension, the next offense may result in out-of-school suspension.

**When students continually violate portions of the discipline code, the penalty will escalate. Students may be placed in an alternative education placement contingent on the situation. For example, if a student has been referred to the office five times during the school year for misbehavior or insubordination, the penalty will be escalated.**

**Following eight hours of detention, the student will receive an in-school suspension for the next offense. Following eight days of in-school suspension, resulting from either the above process or offenses warranting immediate out-of-school suspension, for the next offense the student will be placed in an alternative education program. If the student fails to attend the alternative education program, the student will have an expulsion hearing with the school board of education.**

**During the end of the school year, referrals which are unable to be dealt with due to scheduling will be carried over to the following year.**

## EXPULSIONS

1. Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may result in permanent expulsion from school. All expulsions require a prior formal hearing. Chronic violation by a student of school rules and/or offenses listed by board policy as suspendable may result in expulsion. In the case of a recalcitrant student, where the administrator has exhausted all possible means of improving the conduct and attitude of said student, it shall be the responsibility of the administrator to recommend to the superintendent that said student be expelled.
2. If, when expulsion proceedings are initiated, it is determined after an informal hearing that a student's presence in his or her 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 ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.
3. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardians, through placement in another school, through tutorial or correspondence study or through another educational program approved by the superintendent. If the parent or guardian 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 none of these alternatives is acceptable, the school district may take action in accordance with the provision of Chapter 65 of the Juvenile Act, to insure that the student will receive a proper education.

## HEARINGS

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.

### FORMAL HEARING

A formal hearing is required in all expulsion actions. This hearing may be held before the full board of school directors, a duly authorized committee of the board, or a hearing examiner appointed by the school board. Whether 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.

- 1) The following due process requirements are to be observed with regard to the formal hearing:
  - a) Notification of the charges shall be sent to the student's parents or guardian by certified mail. In the event the certified letter is not accepted or picked up, the student's parents will be considered notified if the first class letter is not returned to the district.
  - b) At least seven (7) calendar days notice of the time and place of the hearing must be given.
  - c) The hearing shall be held in private unless the student or parent requests a public hearing.
  - d) The student has the right to be represented by counsel at his or her own expense.
  - e) 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.
  - f) The student has the right to request that any such witnesses appear in person and answer questions or be cross examined.
  - g) The student has the right to testify and present witnesses on his/her own behalf.
  - h) Proceedings of the hearing will be recorded by a stenographer. The student is entitled, at the student's expense, a copy of the transcript.
  - i) The proceeding must be held with all reasonable speed.
- 2) 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.

## **INFORMAL HEARING**

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 or guardian to meet with the designated school official 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.
  - 1. Notification of the reasons for the suspension shall be provided in writing to the parents or guardian and the student by first class mail, and with a follow-up telephone call by the school district.
  - 2. Sufficient notice of the time and place of the informal hearing shall be given.
  - 3. A student has the right to question any witnesses present at the hearing.
  - 4. A student has the right to speak on his/her own behalf.
  - 5. The district shall offer to hold the informal hearing within the first five days of suspension.

## **Student Discipline**

### **1. Purpose**

The Board acknowledges that conduct is closely related to learning: an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

### **2. Authority – SC510, Title 22, Sec. 12.3**

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school.

Any student disciplined by an employee of this Board shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and may appeal the determination thereof to the Superintendent.

### **3. Delegation of Responsibility – Title 22, Sec.**

The superintendent shall promulgate rules and regulations for student conduct that carry out the purposes of this policy.

Title 22, Sec. 12.5(d) – In situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.

### **Delegation of Responsibility, Title 22, Sec. 12.3**

The Superintendent shall publish and provide to all students and their parents the rules of this district regarding the code of student conduct and the sanctions, which may be imposed for breach of those rules. The Board shall adopt the Code of Conduct. A copy of such shall be made available in each school library and printed in student, parent, and employee handbooks.

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing, and appeal.

Sec. 1317 – Teaching staff members and other employees of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places. When students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

## **Guidelines**

### Disciplinary Action Schedule for Middle School Students

**LEVEL I** - Misbehavior that interferes with orderly classroom procedures or orderly operations of the school. These misbehaviors are usually handled by the individual in immediate authority or referred to the principal. These are examples and not intended to be an all-inclusive list.

#### Examples:

1. Inappropriate/loud behavior in hallways.
2. Writing on school property
3. Not in assigned area.
4. Use of profanity.
5. Bus problems.
6. Cafeteria/classroom misconduct
7. Horseplay
8. Use of forged passes or hall passes abuse.
9. Inappropriate dress – obscene or dangerous
10. Defacing school property.
11. Late to school or class.
12. Violation of rules/conduct.
13. Loitering – such as roving the hallways, prolonged lavatory stays, etc.
14. Littering, intentional (cafeteria, hallways, classroom etc.).
15. Consuming or distribution of food or chewing gum in the hallways or classrooms.
16. Failure to return required paperwork.
17. Possession of aerosol /perfume / sprays

#### Disciplinary Options

1. Notification of parents.
2. Special assignment.
3. Loss of Privileges – bus, games, cafeteria, dances, etc.
4. Payment of Damages.
5. Appropriate manual labor.
6. School punishment:  
Minimum in-school suspension 1 day  
Maximum out-of-school suspension 3 days
7. Detention during lunch (1-3 days).
8. Counseling.
9. Issue a citation.
10. Detention after school.

NOTE: More than one option can be used if the situation demands.

**LEVEL II** - Misbehavior that disrupts the learning climate of the school. These misbehaviors are usually handled by the principal.

#### Examples:

1. Fighting.
2. Use of any aerosols, perfumes or sprays
3. Throwing objects.
4. Class cutting.
5. Truancy.
6. Disrespect to persons in authority.
7. Non-compliance with group instructions when on field trips, etc.
8. Excessive disciplinary referrals from teachers.
9. Leaving building without permission.

10. Public displays of affection.
11. Misconduct that endangers safety and well being of others.
12. Unmodified continuing Level I behavior.
13. Forged notes.
14. Harassment of others.
15. Tussling.
16. Petty vandalism.
17. Aiding and abetting.
18. Use of a cell/mobile phone, radio/tape system, a walkman device, radio, portable music system or telephone paging device is prohibited within the school during the instructional day.
19. Insubordination.
20. Damage of property.

#### **Disciplinary Options**

1. Notification of parents.
2. Loss of privileges.
3. In-school suspension.
4. Out-of-school suspension.
5. Restrictive restroom passes.
6. Detention during lunch.
7. Notification of police.
8. Issue a citation.
9. Detention after school.
10. Loss of driving privileges as per contract.

**NOTE:** More than one option can be used if the situation demands.

**LEVEL III** - Acts of violence, which results in injury to another person or damage to property or poses a threat to the safety of others in school and disrupts the educational climate of the school.

#### **Examples:**

1. Theft (situational).
2. Verbal and/or physical assault.
3. \*Possessing deadly or offensive weapons, a lighter, or possession of an edged instrument with the intention of causing bodily injury.
4. Arson or false alarms.
5. Bomb threats/terrorist threats.
6. Vandalism.
7. Controlled substance abuse (drugs, alcohol, tobacco) any associated paraphernalia.
8. Extortion.
9. Commission of other acts punishable under the PA Crimes Code.
10. Chronic disruptive behavior, continuation of Level I and II behavior.
11. Sexual Harassment/Racial Harassment.
12. Misuse of computer/Internet/software per policies.

#### **Disciplinary Options**

1. A first offense will result in a 1-10 day external suspension from school. (if the situation warrants same).
2. A second offense shall result in a 10-day external suspension from school. A Board hearing shall be held with administration recommendation for the exclusion of the student for the remainder of the school year, or for a longer period of time if a longer exclusion from school is warranted by the circumstances. The administrator may, if he/she considers the committing of offenses in this category serious enough to be a threat to the health, safety, or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time. The administrator shall request a Board hearing for exclusion



of the student upon commitment of the offense for the first time where the offense involves physical assault upon any employee of the School District.

3. Notification of police.

4. Issue a citation.

5. \*It is a strict policy of the Panther Valley School District that there is a zero tolerance for weapons. The Provisions of the Gun Free Schools Act of 1994 are incorporated into and made part of this discipline code. Any violation of the provisions of this code in regard to weapons will require the District to expel from school for a period not less than one (1) year a student who is determined to have brought a weapon to the school. The Superintendent may modify such expulsion requirement for a student on a case by case basis as provided by the Gun Free Schools Act of 1994 as amended and within consideration of the provisions of the improving America's School Act and the Individuals with Disabilities Education Act. As well as the regulations adopted, from time to time under the Gun Free Schools Act as amended, and the regulations of the Pennsylvania Department of Education adopted pursuant of said Act.

\*Indicates Mandatory Disciplinary Option.

NOTE: More than one option can be used if the situation demands.

#### Discipline Procedures:

Note: Any student subject to disciplinary action that involves his/her removal from the normal classroom environment is still required to demonstrate mastery of all subject matter for advancement to the next grade level.

Parents/guardians of said student shall be notified immediately by phone, if possible, and in writing when a student has been suspended internally or externally from class.

#### Definitions:

**A. Verbal Assault** – Verbally offering to do immediate and/or future personal bodily harm to another or to his/her possessions by one in a position to carry out his/her threat and thereby putting another in fear of his/her safety.

**B. Insubordination** – Refusing to follow a reasonable directive of either a school district professional employee or administrator acting within the scope of his/her authority.

**C. Fighting** – Engaging in a fight or scuffle entered into a mutual consent.

**D. Theft** – Withholding property from another permanently or for so extended a period as to appropriate the major portion of its economic value, or with intent to restore only upon payment of reward or other compensation; or to dispose of the property so as to make it unlikely that the owner will recover it or any offense prohibited by Chapter 39, "Theft and Related Offenses", of the Pennsylvania Crime Code (10 C.P.S.A. ss3901 et. seq. And as may hereafter be amended).

**E. Physical Assault** – Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another with a deadly weapon; (2) attempts by physical menace to put another in fear of imminent serious bodily harm; or (3) any offense prohibited by Chapter 27, "Assault", of the PA Crimes Code (18 C.P.S.A. ss2701 et. seq. and as may hereafter be amended).

**F. Deadly or Offensive Weapons** – Any bomb, grenade, machine gun, sawed-off-shotgun, firearm, specially made or specially adapted for concealment or silent discharge; any blackjack, sandbag, metal knuckles, dagger, knife or razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, or any other implement for the infliction of serious bodily injury and which serves no common lawful purpose. It shall include any instrument or object capable of inflicting harm and possessed by a student under circumstances showing an intent or likelihood that it would be used unlawfully.

**G. Vandalism** – Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosive, or other means or recklessly or intentionally tampering with tangible property of another so as to cause or attempt to cause unjustified actual harm to tangible property of another.

**H. Extortion** – Intentionally obtaining or withholding property of another by the threatening to (1) inflict bodily harm on anyone or commit other criminal activities; (2) accuse anyone of criminal offense; (3) expose any secret intending to subject any person to hatred, contempt or ridicule.

**I. Driving Violation** – Any violation of the driving contract, as signed by the student, which is to include, but is not limited to, the following violations: Loitering in the vehicle, illegal absence from school, reckless driving, safety violation, lateness to school, driving without a permit, parking in an unauthorized area, would be subject to this Level II discipline violation as well as a loss of driving privileges as per the driving contract.

**J. Harassment of Others** – Any violation of another students' rights as prescribed in the student rights and responsibilities policy (physical and/or verbal harassment, mishandling other people's property, intimidation of other students, etc.).

**K. Tussling** – Hitting, shoving, punching, kicking, slapping, tripping, and/or grabbing another student.

**L. Petty Vandalism** – Vandalism that has no permanently damaging effect or created no excessive mess (throwing clay, writing in textbooks, etc.).

**M. Aiding and Abetting** – Encouraging, assisting or covering up another student's inappropriate behavior.

**N. Smoking** – The Panther Valley School is a non-smoking zone. Any smoking or possession of tobacco in any building or upon any premises owned, maintained, or controlled by the Panther Valley School District is strictly prohibited. The provisions of the Panther Valley School District smoking policy, as well as the provisions of the "Clean Indoor Air Act" are incorporated into and made part of this discipline code.

**O. Weapons** – Weapon as defined will not be limited to the following: knife, razor, ice pick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs or chains, loaded canes, sword, loaded or unloaded firearms, including pellet guns, B-B guns, bowie knife, dirk knife, lock blade, hunting knife or any other similar knife, implements capable of directly or indirectly inflicting bodily injury or other object that can be reasonable considered to be a "weapon" or dangerous instrument in any school building, on any school premises or on any school bus, on or off school grounds at any school activity, event or function held at or away from school. Any item or any object used to injure another person on one's self is considered a weapon. Also any look alike that is used in a threatening manner is considered a weapon.

**P. Defacing school property and vandalism** represents the same type of deviant behavior. For purposes of response, damages in excess of \$40.00 will generally be considered as defacing school property. In cases of less than \$40.00 in damages, the Administrator in classifying the action as vandalism based on extenuating circumstances, e.g., repeated offenses may exercise discretion. In all cases, however, restitution will be sought with the application of disciplinary action as stated in the policy.

**Q. Sexual Harassment** shall consist of unwelcome sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include but is not limited to: pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching. A substantiated charge against a student shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

**R. Racial Harassment** shall mean unwelcome comments or conduct directed toward a person's race, color, or national origin.

**S. Terrorist Threat** shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**T. Terrorist Act** shall mean an offense against property or involving danger to another person.

School Code 510, 1317, 1318; PA Code Title 22, Sec. 12.3, 12.5, 12.33

## **DISPLAY OF AFFECTION**

Panther Valley School District holds the firm opinion that school is not the appropriate place for displays of affection between students. Such displays are in poor taste and do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those students not willing to cooperate with this policy.

## **DISTRIBUTION OF LITERATURE**

No pamphlets, posters, flyers or literature of any kind maybe distributed or posted on the PVSD campus without the direct approval of the administration.

## **DRESS CODE**

Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and school activities. Student dress must not be in any significant way distracting to the educational activities of the school. The principal has the right to consider any article of clothing/student attire deemed inappropriate. In addition to the below, the administration reserves the right to make a decision regarding the appropriateness of student dress. Students are encouraged to make themselves familiar with the dress code in advance and contact administration if they are in doubt of the applicability of the code to certain articles of clothing. ***Violation of the dress code will result in disciplinary action beginning on the first day of school.***

No. 221

### **PANTHER VALLEY SCHOOL DISTRICT**

SECTION: PUPILS  
TITLE: DRESS AND GROOMING  
ADOPTED: May 27, 2010  
REVISED:

221. DRESS AND GROOMING	
1. Purpose	<p>The Board recognizes the right of every student to freedom of expression, both in speech and the wearing of apparel, as guaranteed by the U.S. Constitution and the U.S. Supreme Court.</p> <p>The Board also recognizes its paramount obligation to provide for the health, safety and welfare of the students who attend its schools.</p> <p>The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.</p> <p>The Board believes that a policy of uniform dress will address the issues related to the health, safety, and welfare of the students attending schools and will further aid in the maintenance of a positive learning environment.</p>
2. Authority SC 1317.3 Title 22 Sec. 12.11	<p>The Board has the authority to impose limitations on students' dress in school.</p> <p>The Board authorizes the Superintendent to enforce established school regulations governing student dress and grooming practices.</p>
Title 22 Sec. 12.11	<p>Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.</p>
3. Delegation of	<p>The Superintendent shall develop procedures to implement this policy which</p>

Responsibility Pol. 325	designates the building principal to monitor student dress and grooming in his/her building and instruct staff members to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.
Title 22 Sec. 12.11	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. Guidelines	<p>Parents/Guardians must be mindful that dress which may be distracting or disruptive to the learning process will not be tolerated. Any student violating this dress code will be considered insubordinate and dealt with according to the following penalties:</p> <ol style="list-style-type: none"> <li>1. First Offense – Notify parents/guardians to bring in appropriate clothing. Student will remain in an area designated by the principal until proper attire is provided by the parent/guardian.</li> <li>2. Second Offense – Parent/Guardian meeting is required. Student will remain in an area designated by the principal and assigned detention.</li> <li>3. Third Offense – Parent/Guardian meeting is required. Out-of-school suspension will occur.</li> </ol> <p>Repeated violations of the standard dress code shall be treated as disruptive behavior.</p> <p>School administrators have the final responsibility for interpretation and enforcement. School administrators may give permission for students to dress outside the parameters of the dress code guidelines on planned occasions. Examples may include, but are not limited to, Spirit Days, Read Across America Day, Picture Day, Incentive Days, and JROTC Activities.</p> <p>The following dress and grooming guidelines shall apply to all students in grades K through 12:</p> <ol style="list-style-type: none"> <li>1. All students in grades K through 12 shall be subject to a uniform dress code consisting of: <ol style="list-style-type: none"> <li>a. Solid khaki, grey or black full-length pants or capri pants.</li> <li>b. Solid khaki, grey or black skirts or jumpers. Solid khaki, grey or black shorts are permitted in grades K-5.</li> </ol> </li> </ol>

c. Solid colored shirt in black, gold, white or grey.

d. No black-on-black.

2. Pants will be straight-legged dress or casual slacks in the permitted colors. Pants may not be of the cargo or carpenter style with pockets below the hips, loops, straps, elastic ankles or other comparable adornments. Pants must be worn at the waist and fit comfortably. Excessively tight or baggy pants will not be permitted. Pants must be of an appropriate length so as to not drag on the floor. Garments worn so as to expose underwear will be in defiance of the dress code.

3. Students are permitted to wear skirts or jumpers that are knee-length or longer in the permitted colors. Students in grades K-5 are permitted to wear shorts that are knee-length or longer in the permitted colors.

Pants, capri pants, shorts, skirts or jumpers made of denim and/or leather material may not be worn.

4. Shirts will be collared, long or short-sleeved, pullover, or golf-style, appropriately sized, buttoned to the base of the neck and of solid color. Students may opt to wear a dress shirt, appropriately sized, buttoned to the base of the neck and tucked in. Students may wear solid turtleneck or crewneck shirts under the regulation shirt or a full torso sweater or a cardigan sweater. See-through shirts are not permitted to ensure garments or accessories worn underneath are not visible. Students may also elect to wear the turtleneck shirt as the primary garment. All shirts must have sleeves which cover the shoulders. Tank tops, sleeveless tops, shells, mesh tops, sheer tops, bare midriffs or any other garment that expose the upper torso will not be permitted. Hooded sweaters are not permitted. Only the Panther Valley logo is permitted, which measures no larger than 3"x 4" on the left chest panel.

5. For safety reasons, the district reserves the right to insist upon age appropriate footwear. Shoes will be brown, black, tan or burgundy with matching laces. Shoes must be close-toed. Shoes with excessive heels, boots, and sandals are prohibited. All footwear must have a back which secures the shoe to the foot. Sneakers are permitted and must be predominantly white, black, brown, or tan. Socks may be grey, black, brown, tan or white. If the footwear is designed to have laces, the laces must be in the footwear and tied. No flip-flops will be permitted.

6. There shall be no clothing worn with messages, written or symbolic, pertaining to but not limited to drug, alcohol, or tobacco messages, references to illegal substances, implications of an obscene or sexual nature, negative comments about another's culture, references to racist or hate groups, or violence.

7. Mutilation of clothing, which includes purposely cutting holes or tearing required

clothing, will not be permitted.

8. Jewelry and other adornments:

- a. The district recognizes the right of the students to wear jewelry and other adornments. However, certain jewelry and other adornments and the manner in which they are worn or displayed may not be appropriate under certain circumstances, and may pose a danger to the safety and welfare of the student or to the other students or staff, and may pose a threat to or interruption of the education process.
- b. In the case of the day-to-day school environment, the administration and/or teaching staff may require that the students remove any jewelry and other adornments which might reasonably be considered as posing a threat to the safety of the student, other students or staff, or as posing a threat to or interruption of the education process.
- c. Earrings and body rings worn at locations other than the ears are not allowed. Specifically, those worn in the nose, eyebrow, tongue, cheek, or any other visible location besides the ears is not acceptable.
- d. The piercing body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical condition which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable.
- e. There shall be no chains worn other than those designed as a necklace or bracelet.
- f. Hair coloring of a fluorescent or non-typical color shall not be permitted.
- g. Hats, handkerchiefs, or other similar headwear may not be worn in the school building during regular school hours, except for religious or health reasons.
- h. Sunglasses are not permitted inside the building unless required by an attending physician.
- i. Accessories deemed to be distracting, disruptive or offensive in nature are prohibited.

9. Clothing should be clean, not excessively stained or faded, tidy and free from tears, holes, and fraying.

10. Upon enrollment in the district, new students will be granted a grace period of two (2) weeks before being required to conform to the dress code.

11. Due to the educational environment at the elementary level and requirements for physical education and other activities such as recess, students in grades K-5 will be permitted the following accommodations: sneakers will be permitted; knee-length shorts will be permitted; and boots will be permitted in inclement weather.

Physical education class: Students in grades K-5 will be permitted to wear tee shirts, sweat shirts, and sweat pants of black, gold, grey or white. Knee length shorts of black, gold, grey or white will be permitted.

12. Purses larger than 10" x 10" will not be permitted.

#### Religious Exemption

If the parent/guardian of a student or the student has what they consider to be a bona fide religious belief which precludes strict adherence to the dress and grooming guidelines, the student's parent(s)/guardian(s) must fill out the appropriate waiver form and submit all other documentation reasonably required by the administration to establish their objection.

Parents/Guardians requesting an exemption from these guidelines will be required to meet with the Superintendent or his/her designee to discuss the guidelines and the nature of the objection necessitating a waiver. Following this meeting, the Superintendent shall render a written decision, approving or denying the requested waiver.

If the parents/guardians do not agree with the Superintendent's decision, the parents/guardians may request, in writing, a nonpublic meeting with a designated committee of the Board. The decision of the committee following this meeting shall be in writing.

Any exemption from these guidelines granted by the Superintendent or the designated committee of the Board shall be limited to the minimum variance from the guidelines necessary in light of the specific, bona fide religious belief, which precludes strict compliance. The exception as allowed will be clearly stated.

Any exemption granted will apply only to the current school year. If an exemption for a subsequent year is requested from a parent/guardian whose child was enrolled at the conclusion of the previous year, the applications for exemption must be

submitted to the Superintendent prior to July committee meetings. This procedure shall ensure a decision on the application for exemption prior to the beginning of the

first student day of the school year.

Economic Hardship

Any parent/guardian whose child(ren) is deemed to suffer as a result of a perceived economic hardship is directed to complete a request for waiver form and submit it through the building principal's office. Such cases will be reviewed case-by-case.

References:

School Code – 24 P.S. Sec. 1317.3

State Board of Education Regulations – 22 PA Code Sec. 12.11

Board Policy – 325



## **DRESS CODE – SPECIAL EVENTS**

### **Spirit Days**

Throughout the school year, we will hold spirit days where students will be allowed to wear jeans and Panther Valley themed shirts/sweatshirts. Be advised that all other aspects of the dress code are to be followed in regards to footwear, hair, piercings, etc. Shirts and jeans must follow the same guidelines outlined in the current dress code policy.

If you choose not to participate in Spirit Day, the expectation is that you will report to school in uniform.

The fall Spirit Days are September 3, 2010, October 8, 2010, October 22, 2010 and October 29, 2010. Spirit Days for winter and spring sports will be designated at a later date.

### **End of Year Dance / 8<sup>th</sup> Grade Graduation Ceremony**

The following guidelines have been developed for the end of the year activities. A student will not participate in an activity if they fail to follow the guidelines.

#### **Gentlemen**

Gentlemen are permitted to wear Dockers style pants with a buttoned down shirt or polo shirt. Pants must be worn at the waist and not be baggy or dragging on the floor.

Shoes – Sneakers are permitted as long as they are properly tied.

#### **Ladies**

Skirts / Dresses – As per our current dress code, the length of a skirt or dress needs to be knee length. When standing upright, the hem must come to the middle of the knee. Dresses must have sleeves that cover the shoulder. Coverings that can not be seen through can be worn on top of a dress to meet this requirement.

Pants – Dressy pants or Capri pants are permitted. Jeans are not acceptable. Shirts must cover the midriff and cannot be revealing on top.

Shoes – Dressy shoes are permitted, but they need to have a back to them. Appropriate heels may be worn as long as the student can comfortably walk.

### **Black, Gold, White Day Guidelines**

Students are permitted to wear shorts that are at least mid thigh in length. No tank tops or spaghetti straps are permitted. Sneakers are mandatory for participation in this fun day. Please make sure your child wears sun block for this outside event.

**As with all these guidelines, all other aspects of the dress code will be enforced.**

### **ELEVATOR**

The elevator is available to students who have a medical need. A note needs to be presented to the office from a doctor stating that need and the student will receive a pass from the office. Those students granted permission to use the elevator are not permitted to bring a friend on the elevator. Violation of this rule will result in disciplinary action.

### **ENRICHMENT PERIOD**

The enrichment period will be held at the end of the day for 30 minutes. At this time students will report to their homerooms with their book bags and coats. Students are expected to be silent and work on homework, missed assignments or make up tests. At no time should students be in the hallways. Teacher permission in a written note must be given prior to leaving your assigned area and only at the beginning of the enrichment period. Students will be dismissed from the enrichment period.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

PVSD begins each day with the Pledge of Allegiance by every student and staff member. A moment of silence shall accompany the Pledge with students standing quietly by their desks. Students may decline to recite the Pledge and refrain from saluting the flag on the basis of personal belief or religious conviction, but they shall respect the rights and interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another. Letters will be sent home to parents of students who decline to recite the pledge as required by law.

### **FIELD TRIPS**

Field trips are part of the educational experience. Permission slips are to be signed by the parent/guardian and returned to the teacher. All field trips are under the supervision of the classroom teacher and/or chaperones. All students must ride the bus with the advisor. A student may not be permitted to attend if they are academically ineligible or have attendance or discipline problems.

### **FIRE, TORNADO AND EMERGENCY DRILLS**

The school laws of Pennsylvania require each school have frequent fire drills. Students are taught to leave the building quickly and quietly and move to an area of safety under the direction of school staff members. Evacuation procedures are posted in all rooms.

Tornado drills are also held at specific intervals and students are directed to designated safe areas within the school building. Parents can help safeguard their children by impressing upon them the importance of emergency drills.

In an event of any emergency situation that might occur at PVSD, an emergency plan that has been developed from school policy will be implemented to protect the students.

### **GRADING SCALE**

All students will be graded using a numerical system. Report cards will report a numerical average in each course according to the following schedule:

A	93-100 Superior
B	83- 92 Above Average
C	73- 82 Average
D	65- 72 Below Average
F	0 – 64 Failing

### **HALLWAY TRAFFIC**

It is essential that students walk on the right side and not congregate in the hallways. Loud and boisterous talking, running, etc., are inappropriate behaviors. Students are expected to make hallways a safe place. Students who are late to class should not come to the office for a pass. Teachers will turn in a referral to the office. Students are not permitted in lavatories between classes.

### **HARASSMENT / BULLYING**

It is important to maintain a learning and working environment that is free from verbal and physical harassment, including racial and sexual harassment. Verbal harassment consists of chronic teasing, name calling, verbal threats, etc. Physical harassment consists of intentional tripping, shoving, pushing, etc. Sexual harassment consists of unwelcome sexual advances request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Racial harassment consists of unwelcome comments or conduct directed toward a person's race or national origin. Harassment and bullying are closely related types of behavior. Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; gestures or actions; cruel rumors;

false accusations; and social isolation. Each student shall be responsible to respect the rights of his/her fellow students, to ensure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying. District policies address these issues and appropriate discipline will be involved and steps taken to prevent harassment. The effect of inappropriate behavior will be foremost, not the intention, age, immaturity, disability of a perpetrator or the notion of age or gender appropriate behavior.

## **Sexual Harassment**

### **1. Purpose**

It is the policy of the Panther Valley School District to maintain a learning environment that is free from sexual harassment.

### **2. Authority**

It shall be a violation of this policy for any members of the District staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

## **Definition**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and otherwise inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or when made by any student to another student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.
- b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual, or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching suggesting or demanding sexual involvement accompanied by implied or explicitly threats concerning one's grades, job, etc.

## **Procedures**

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subjects such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

## **Policy Statement Concerning Protection from Racial Harassment**

The Panther Valley School District seeks to establish and maintain learning and working environments free from racial intimidation and/or harassment. It seeks also to provide a system of review, should an allegation of

such conduct be made. Racial harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action. The following definitions are outlined:

- A. Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment on an employee when:
  - 1. Such comments or conduct is used as a basis for future employment decisions affecting the individual; or,
  - 2. Such comments or conduct have the purpose or effect of unreasonably interfering with one's performance or creating an intimidating, hostile or offensive work environment.
- B. Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment of a student when:
  - 1. Such comments or conduct is used as a basis for future student discipline, educational placement, class standing, organizational membership or academic achievement; or,
  - 2. Such comments or conduct have the purpose or effect of unreasonably interfering with one's performance or creating an intimidating, hostile or offensive learning environment.

### **HEALTH SERVICES**

Students who participate in the district's interscholastic athletic program are required by PIAA regulations to have a physical examination no more than six (6) weeks prior to the beginning of each season practice (fall, winter, spring). Physical exam dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic examination form completed by the family physician. Proof of exam and a signed PIAA card **MUST** be submitted before a student is allowed to practice. The District **does not** provide medical insurance for student athletes. If a student athlete is injured, your medical insurance is responsible for all corresponding bills. If you do not have medical insurance, you can purchase voluntary student accident insurance through the District as outlined under the section **Student Accident Insurance** in the handbook.

Parents will be notified of any abnormal results detected through any school screening examination (vision, hearing, physical exam [grade level or athletic], scoliosis screening).

Parents should bring to the attention of the school nurse any special needs their child may require in school. Special needs must be substantiated by medical documentation.

### **MEDICATION POLICY – GENERAL INFORMATION**

Whenever possible, medication should be taken at home. **Under no circumstances can a student have on their possession any medication including over the counter.** If immediate access is necessary for an asthma inhaler a proper document from a physician stating student is capable of administering it to themselves. When it is necessary **for medication to be taken at school**, the procedure is as follows:

- 1. The nurse will be informed that the student is taking medication (including over-the-counter) and the reason for it.
- 2. A listing of all medications the student is taking must be provided to the nurse's office.
- 3. A medication authorization form, available in the nurse's office, must be completed by a doctor and signed by the parent.
- 4. The doctor's order to administer medication in school shall include:
  - (a) student's name
  - (b) name of medication
  - (c) dosage and time
  - (d) any adverse effects on drug
  - (e) the medication must be in a pharmacy bottle properly labeled with the student's name, medication and dosage.
  - (f) **The medication will be kept in the nurse's office.**

The school nurse in your child's school is always available to speak with students and parents about the health services program. The nurse is also available to help parents find a source of care within the community for their child if needed.

## **HOMEBOUND INSTRUCTION**

Students absent from regular attendance at school because of an injury or illness of three weeks duration or more may receive instruction at home up to five hours a week. Written verification by a physician is required prior to approval by the principal and superintendent's office. Parents should contact the middle school office for further information.

## **HOMEWORK**

Homework is an integral part of the educational program. It is defined as teacher assigned learning activities to be completed by students outside of class. The purpose of homework is to improve understanding of the subject matter, to help students assume greater responsibility to offer opportunities for self-direction and to reinforce basic skills. Homework may involve drills, research, review work or outside reading. The amount, length and type of homework will vary according to individual needs.

Parents can help by showing an interest in the work, discussing it with the student, and checking the work for neatness and completeness and above all, providing a quiet place to study.

When students are absent only one day or when they know in advance that they may be absent they should make arrangements with a classmate to collect their homework. Generally, teachers will allow students time to make up homework if only one or two days are involved. Parents are asked not to request that the secretarial staff collect student homework, unless absolutely necessary. Information regarding homework assignments can be found on the high school web site at <http://www.panthervalley.org>.

## **HONOR ROLL**

An honor roll system is used in the high school in recognition of a student's academic efforts and success. This list is published at the end of each nine- (9) week grading period. In addition to meeting the major subject matter criteria students must receive a minimum of "satisfactory" in those areas not considered major subject areas and when a letter grade is used. The following criteria apply to the honor roll system.

**Distinguished Honors** – Attain an average of 95 or better in all major subjects with no grade below an 83 in any subject taken.

**Honor Roll** – Attain an average grade of 90 or better in all major subjects with no grade below an 80 in any subject taken.

## **PANTHER VALLEY SCHOOL DISTRICT INTERNET ACCEPTABLE USE POLICY**

Dear Parents:

The world in which we live is rapidly changing. Global communication networks have altered our lives by connecting us to the vast and diverse resources that until recently were either too difficult or impossible to access. The Panther Valley School District believes that in order to prepare our students to participate and compete in the global environment we must provide instruction, guidance, and practice in accessing and using these communication networks.

To that end the Panther Valley School District will provide access to the Internet for students who have their parents' or guardians' consent to use the network. The Internet is a global network of computer networks connected together so that they can share their resources and information. On the Internet, teachers and students have access to worldwide electronic mail, information from research and science institutions, government agencies, public and academic library catalogs, and much more. Our students will use access to the Internet to assist them in developing critical thinking skills and in achieving our educational goals as outlined in our district's strategic plan.

While the Internet provides access to thousands of educationally oriented resources appropriate for student use, the Internet, because it is a global network, also may provide access to resources that are inappropriate for use in school. The Panther Valley School District recognizes this risk and will through a policy of education take every reasonable action to protect our students. However, the Panther Valley School

District cannot guarantee that a student will never access these resources or have these resources transmitted to them. Your signature on the attached policy signature page indicates your recognition of these risks and of the District's inability to guarantee complete protection from access and exposure to inappropriate resources.

Please read carefully the attached School District policy on student Internet access and discuss it with your son and/or daughter. It was developed to set forth requirements, guidelines, and prohibitions on use of the Internet when accessed through school resources. If you agree with its terms, please sign it and have your son or daughter sign it and return it to the School Principal's office.

When a signature page is on file for your son or daughter, an account will be set up for his or her use according to the requirements in the policy, which includes completion of a course on Internet access and use. No accounts will be provided to anyone for whom we do not have a signature page or who has not completed the requirements. This policy may change as technology and network use changes. You will be asked to sign a new agreement when that occurs.

We look forward to providing access to the Internet for our students and hope that you will see this as an important and critical step for the future of our students.

Sincerely,

*Rosemary Poremba*, Superintendent

## **PANTHER VALLEY SCHOOL DISTRICT**

### **INTERNET ACCEPTABLE USE POLICY**

#### ***Section I. Responsibilities and Privileges***

##### **a. Purpose and Goals of District Provision of Internet Access**

The Panther Valley School District will provide access to the Internet for students with their parent or guardian's consent and for staff members to locate material to meet their educational and professional information needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school district's strategic plan. Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.

##### **b. Inappropriate Materials Warning**

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including pornography and obscenity, can be accessed through the network. The Panther Valley School District cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources or transmitting such resources to school district networks from another site will be considered an unacceptable use of school district resources and will result in suspension of network privileges and disciplinary action as outlined in appropriate district policies. Through a program of education, the school district will educate students and teachers regarding their individual responsibility to refrain from engaging in this and other unacceptable uses of the network and as to the consequences of their actions if they do so.

#### **Section II. Authority**

The Panther Valley School District reserves the right to determine which network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network and to log Internet use by students and staff. E-mail will be considered private, unless there is a reason to believe that e-mail is being used for purposes specifically prohibited by this policy or for illegal activity. In such cases, the user account will be disabled until school authorities can confer with the user to determine the nature of the problem. The school district reserves the right to revoke user privileges, remove user accounts,

and refer to legal authorities when appropriate violation of this and any other applicable district policies, including those governing network use, copyright, security, and vandalism of district resources and equipment. The Panther Valley School District bears no responsibility for information that is lost, damaged or unavailable due to technical problems.

### **Section III. Procedures**

Only the authorized user of the account will use network accounts for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Accounts will be given out to only those individuals who meet the following requirements:

- a. Have read the District Internet Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Students must have their parent or guardian sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network. Staff members must sign this form and also return it to the appropriate district authority.
- b. Have successfully completed a district course/workshop, which will include but not be limited to instruction and network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities. This requirement shall apply for both students and district employees.

### **Section IV. Prohibitions**

The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. All users of the network strictly prohibit the activities listed below. The Panther Valley School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school district resources are assessed in any way whether in school directly from home, or indirectly through another Internet service provider.

- Allowing another person to use an assigned account.
- Use of the network for non-work or non-school related communications.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to participate in inappropriate and/or objectionable discussions or news groups.
- Use of the network to transmit hate mail, harassment, sexual harassment, discriminatory remarks, and other antisocial communications on the network.
- Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the network to access any fee-based on-line/Internet service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the network, which results in any copyright violation.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of the network to misrepresent other users on the network.
- Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
- Destruction of district computer hardware or software.
- Use of the network to participate in Internet Relay chats (on-line real-time conversations).
- Use of the network to facilitate any illegal activity.
- Use of the network to communicate through e-mail for non-educational purposes.

- Use of the network for commercial or for-profit purposes.

## **Section V. Consequences of Abuse of Responsibilities and Privileges**

Any user of the network, whether student or employee, who violates the prohibitions listed in Section IV of this policy, engaged in any other act determined to be an unacceptable use of the network by school authorities, or violates any other district policy governing use of school resources and Copyright law, will have his or her user privileges revoked and may face other disciplinary procedures according to existing and applicable school district policies. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

## **LEAVING THE CLASSROOM**

Students are not permitted to leave the classroom without a pass. Additionally, students must report to their assigned class for permission before going to the office, nurse, cafeteria, guidance counselor or any other teacher. Students will not receive a pass from the office without prior approval from a teacher.

## **LEAVING SCHOOL**

If necessary for a student to leave school while school is in session, he/she must have written permission of the parents or guardian. This includes medical and dental appointments. The student should bring the written excuse to the office upon his/her arrival at school and the parent (guardian) should meet his/her child in the office to sign them out at the appointed time.

## **LOCKERS**

Lockers are assigned to students at the beginning of the school year. **Every locker must be secure with a lock.** Students need to bring in their own combination lock or rent one from the middle school office for \$3. Since the district has the right to enter lockers, the student must inform their homeroom teacher of the combination of a lock that is brought from home. Failure to do so if the need arises to enter the lock, the district has the authority to cut the lock. Each student is responsible for keeping his or her assigned locker clean both inside and out. We believe in developing trust and a sense of property responsibility in our students. Students may use magnet type objects to decorate the inside door of their lockers. Glue, tape and other materials or pictures unsuitable for display will not be used to decorate lockers. Any locker malfunction should be reported to the office.

**Lockers remain the property and responsibility of the school district.** Assignment and use of lockers is predicted on how responsible a student maintains his/her locker. Lockers will be routinely checked for cleanliness and responsible use. Any abuse of this privilege will result in the student being denied use of a locker for a specific length of time. Items found in lockers that are considered a danger to the students or others or are prohibited on school property will be confiscated. Food, candy, or material that is “sweet” should not be stored in the lockers. These items draw insects, especially ants and cause environmental problems.

Students shall not expect privacy regarding items placed in school lockers since school property is subject to search at any time by school officials who may conduct random periodic or sweeping searches of all lockers. Each student is responsible for his/her locker. No combinations should be given out to other students.

If damage is done to a locker, the student assigned that locker is responsible for damages unless he/she can prove otherwise. Damages should be reported to the office as soon as possible and a report filled out.

The school administration may randomly request a Police canine unit to detect illegal substances on school property.

**On September 27, 2007 Policy 226 (Searches) of the Panther Valley School District was revised to include the use of metal detectors. Due to this change, it was necessary for an addendum to be made to our student handbook. The following paragraph reflects the change.**



**School authorities have the right to inspect lockers and their contents and a student's personal belongings at appropriate intervals throughout the school year. School authorities may search a student's locker, its contents, and a student's personal belongings and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given opportunity to be present. However, where authorities have a reasonable suspicion that the 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 and without the student's presence.**

**A search of student's lockers using a dog can be requested by the principal or police. If the police are invited into the school by school officials to search lockers using a dog, the school officials maintain authority. Search procedures listed above will be followed.**

### **LOST AND FOUND**

The "lost and found" is located in the office where articles can be turned in and stored until the rightful owner identifies and reclaims them. Students' possessions should be labeled with their names to increase chances of finding rightful owners. Anything left at the end of the school year will be held for two weeks and then removed from the building.

### **NOTICE OF ASBESTOS MANAGEMENT PLAN**

The Asbestos Management Plan of the Panther Valley School District is on file and available for inspection at the Administration Office located at 1 Panther Way, Lansford, PA 18232. It is available during normal business hours (8:00 AM to 3:30 PM) without the cost or restrictions for inspections by parents, teachers, and other school personnel. There will be a charge of twenty-five cents per page to make copies of the plan. The district has also completed the required Periodic Surveillance and the Three Year Re-Inspection of all buildings in the district in total compliance with the federal and state mandates.

### **P.I.A.A. ELIGIBILITY**

Extra-curricular activities are those which do not fall within the scope of regular curriculum, but are approved student activities connected with the school. This would include all clubs and organizations.

Prior to participation in any interscholastic competition, it is required that P.I.A.A. Certificate of Eligibility forms are completed and delivered to all opponents. These forms must be filled out by the coaches and must include the name of the athlete, date of birth, place of birth, date of enrollment for the current school year, number of seasons of competition, number of semesters of attendance beyond eighth grade, and, for wrestling only, the certified minimum weight class. The above information must be submitted to the Athletic Director two weeks prior to the start of the regular season.

### **Attendance**

All students must be in school by 8:35 AM regular schedule or 10:25 AM on a two hour delay schedule) to compete in or attend any extracurricular activities for that day. Exception: Excused by doctor's appointment. Professional documentation required. Any student missing five days during the quarter will become ineligible for the remainder of the quarter. Any student missing 18 days for the year becomes ineligible for the remainder of the year.

### **Academics**

**Any student failing a combination of two courses for the week will be ineligible for the following week (Monday through Sunday).** In order to be eligible for interscholastic athletics and or any activities, a pupil

must not be failing two (2) or more full course subjects during the previous week or marking period, except as provided in Article IX, Section 5. \*Article IX, Section 5: Use of final credit at the end of the school year.

At the end of each marking period, the student's final grades in his/her credits for the last marking period shall be used to determine his/her eligibility for the next grading period. At the end of the school year, the student's final grades in his/her courses for the last marking period shall be used to determine his/her eligibility for the 1<sup>st</sup> marking period of the next school year. In cases where a student's work in a preceding marking period does not meet the standards provided above, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next marking period. ***Students are encouraged to use the after-school tutoring programs available at the middle school.***

#### **Attendance eligibility**

A student who is absent on a school day or goes home sick is not eligible to participate on that day. A student who arrives 60 minutes or more late to school shall be considered tardy, and is ineligible on that day.

**Detention** Any student accumulating 5 days of detention per quarter will become ineligible for participation for the remainder of the quarter.

**Suspension** Any student accumulating 4 days of Out-Of-School Suspension will be ineligible to participate for one quarter or 45 school days of the school year. Any student receiving OSS will be ineligible for the following week.

#### **PLACEMENT TESTS**

At the end of the school year students may take a test in certain subjects to determine their appropriate placement in classes for the next year. Please be aware that in math a student may repeat the same course if they have not successfully met the requirements.

#### **PROBLEMS/CONCERNS**

If parents have a concern about their child's progress, day-to-day life in school or discipline, it is necessary that they first talk with their child's teacher and/or guidance counselor. If the matter is not resolved, an appointment should be scheduled with the building principal. If an agreeable solution is not reached at the level, parents may contact the appropriate central office administrator for a conference.

#### **PROMOTION / RETENTION**

The Panther Valley Middle School offers a Summer Achievement Program to those students who have fallen short academically at the end of the school year. The program is tentatively scheduled for June 13, 2011 – July 1, 2011. There is a charge of \$75 per course for a Panther Valley student and a charge of \$100 per course for a non Panther Valley student who attends another district. Any student who has failed three academic subjects will automatically be retained. If a student fails two subjects, he/she has the opportunity to attend the Summer Achievement Program and build their skills in those academic areas. Students will be required to pass an exit test at the end of the program in order to recover the credit for the failed course. Failure to show progress within the program or failure to attend the program for the required time will result in being retained. Any student failing the same course twice in their middle school years must attend the Summer Achievement Program for that class.

#### **REPORTING TO PARENTS**

Report cards are issued four times a year. The reporting periods are scheduled at approximately forty-five (45) day intervals throughout the year. Parent-teacher conferences may be scheduled daily. Teachers may send home reports notifying parents about their student's progress throughout the year.

#### **SCHEDULE CHANGES**

The Guidance Counselor will handle errors, conflicts, omissions and additions to students' schedules as soon as possible after the opening of school. Schedule changes will be affected only for valid educational reasons. Change requests must be accompanied by teacher recommendation, counselor recommendation and written

agreement of the parent. A student may be placed in an appropriate substitute class. Deadlines for schedule changes will be within the first two weeks of the marking period.

### **SCHOLASTIC INTEGRITY**

Students, if allowed to practice cheating, establish habits that are detrimental to the well being of both the student and society in general. Cheating is defined as:

1. Looking on someone else's test or quiz paper or passing on test information during a test.
2. Reporting on a book or performance that you did not read or see.
3. Submitting reports based on falsified or fictitious data or footnotes.
4. Copying/submitting someone else's work and claiming it as one's own.
5. Allowing another student to copy or use one's work, research or notes for his/her own credit, or doing another student's work for credit.
6. Possessing "crib" notes or "cheat sheets" or other unauthorized materials in class for use during a test or quiz.
7. Being in unauthorized possession of or having made unauthorized use of a test or exam.
8. Changing or altering a grade or a score on a test or in a grade book or other official record.
9. Stealing testing material or other academic information.

### **PENALTIES:**

1. Student will receive an "F" or a zero for the assignment, test, etc. and the parents and administration will be notified.
2. If continual cheating, student maybe removed from the class.

### **SCHOOL SECURITY/AUTHORIZED VISITORS**

The security of students is of the utmost importance and concern, and as a result there may be some inconvenience to parents visiting the school. Outside exit doors are secured from the outside entrance when school is in session. **Persons visiting the school must use the main entrance to enter the school and report to the principal's office** to announce their presence in the school and the reason. All visitors must sign-in at the office. No one is authorized access to the school proper or student areas without permission from the principal's office.

Persons entering the school during school hours without reporting to the principal's office are considered unauthorized visitors on the school premises and may be considered as trespassing. Contact of students on the school premises must be approved by the principal's office.

Persons visiting the school premises are to treat the staff with respect and discuss their concerns in a constructive manner. Threats or abusive conduct directed toward any staff or administration will not be tolerated. The proper authorities will be called and charges filed on disruptive adult behavior within the school building and premises.

In Pennsylvania, aggravated assault on teachers and/or administrators is considered a felony of the second degree and has very severe consequences for those who pursue this course of action.

### **SMOKING/TOBACCO**

Tobacco use or possession by students, adults and employees is prohibited in the school building, on school buses and on the property owned by, leased by or under the control of a school district. Tobacco use includes smoking and the use of smokeless tobacco in any form. Any violation of this policy shall be punishable by a fine and disciplinary action.

## **SPECIAL EDUCATION**

In compliance with state and federal law, notice is hereby given by the Panther Valley School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deafness
3. Emotional Disturbance
4. Mental Retardation
5. Orthopedic Impairment
6. Specific Learning Disability
7. Traumatic Brain Injury
8. Deaf/Blindness
9. Developmental Delay (Preschool Only)
10. Hearing Impairment
11. Multiple Disabilities
12. Other Health Impairment (OHI)
13. Speech & Language Impairment
14. Visual Impairment (Including Blindness)

If you believe that your child may be in need of specially designed instruction, related services, or early intervention services. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program.

In compliance with state and federal law, the Special Education Office, Panther Valley School District will provide to each student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide access to the general education curriculum and to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a student with a disability the child must be school age with a physical or mental disability with substantially limits or prohibits participation in or access to an aspect of the school program.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the Special Education Office at the Panther Valley High School.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the Special Education Office at Panther Valley High School.

## **STUDENT ACCIDENT INSURANCE**

The District does not provide medical insurance for the student body. Student accident insurance is available for all students. Applications are available for all students. Application forms are distributed in each school. Since this is a limited insurance, parents are asked to read the descriptive folders very carefully before completing and returning the insurance form.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

A specially trained team of staff members is available to offer assistance to students. The Middle School program called SAP consists of an intervention team, staffed by teachers, the guidance counselor, school nurse, administrator, and appropriate support agencies for the county (Mental Health and Retardation, Drug and Alcohol, and Juvenile Court Offices) trained to identify and refer “at risk” students for appropriate treatment. High-risk concerns include: substance abuse, sexual abuse, depression and suicide prevention. Referrals for high-risk students may come from students, parents, teachers, counselors, or any employee of the district. Anyone concerned about the emotional or physical well being of a student is encouraged to contact a member of SAP. Information about the program is available by calling the principals office..

## **STUDENT CONDUCT DURING ACTIVITIES/EVENTS**

Students who are members of teams, clubs or supporters of district teams are at the same time representatives of the school, and therefore, what they do while engaged in the activity or afterward reflect either favorably or unfavorably upon the school. PVSD would like to be known by the very best that our students have to offer with regards to their appropriate behavior in community and school activities.

## **STUDENT PHOTOGRAPHS**

Each year photographs are taken of all students. These photographs are used by the school for identification purposes. Families may purchase these photographs. The District also uses pictures of students on the Internet. Before the pictures are placed on the Internet, a permission form (in the back of the handbook) needs to be signed.

## **STUDENT PLANNERS**

Each student will be provided with a student planner for the school year. All students in grades six through eight will be required to use a planner. The planner should be used to record homework assignments and other pertinent information. The planner is an effective tool for communication between school and home. All students should carry the planner to all classes each day. Should a student lose a planner, the replacement cost to the student will be \$3.00.

Each Friday, all students will have their planners checked and signed by a teacher. Students will then be required to have a parent check and sign their planner over the weekend. This check system will be monitored weekly. Students who repeatedly fail to secure a parent signature will be subject to a detention.

## **STUDENT RECORDS**

Cumulative record and health history files are maintained for each student in the Panther Valley School District. These records begin when the student first enters the district and are updated each year. Parents may make an appointment with the Guidance Counselor to review their child’s record.

An emergency card for each student is kept on file listing the name of the family doctor and the name, address and telephone number of the person to be contacted in an emergency. This card is very important and must be kept current.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, a conscientious effort on classroom work, and conformance to school rules and procedures. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning, building character, and living a productive life.

No student has the right to interfere with an education of another student. It is the responsibility of each student to respect the rights of teachers, other students, administration, and all other support personnel who are involved in the education process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of students to:

- Be aware of all rules and procedures for proper student behavior and to conduct themselves in accordance with these standards.
- Be willing to volunteer information in matters relating to health, safety, welfare of the school community and the protection of school property
- Dress and groom themselves so as to meet fair standards of safety, health, and to not cause substantial disruption to the educational process.
- Assume that until a rule or procedure is waived, altered, or repeated it is in full effect.
- Assist the staff in operating a safe school.
- Attend school daily and be-on-time for all classes and school activities.
- Make all necessary arrangements for making up work when absent from school.
- Avoid the use of profanity and/or obscene language.
- Address all adults by title names i.e. Mr., Mrs., Ms.
- Refrain from engaging in any verbal or physical violence against fellow students.
- Refrain from engaging in any form of harassment toward other students.

### **TAKE YOUR CHILD TO WORK DAY**

Each spring, requests are received for students to participate in Take Your Child to Work Day. Students who intend to participate in this activity must pick up and complete the appropriate forms in the office in advance of this activity and must receive approval from the principal to participate. Students who do not have pre-approval will not be excused for this activity. Students who are approved to participate will be required to provide the office with an agenda and an essay on the educational benefit of the activity upon returning to school.

### **TELEPHONE USE**

Parents who wish to talk to teachers should leave a message with the secretaries. The message will be given to the respective teacher to phone the parent when they are free. During the school day, teachers and students will be called out of class only for emergencies. Only when absolutely necessary, and after receiving permission from the principal, may the student use the office phone. Requests to use the phone to call parents for homework, band instruments, etc., that were forgotten at home is not considered necessary and such requests will usually be denied.

### **TESTING**

Academic progress is carefully monitored through the use of nationally, state, and district developed testing. Standardized achievement tests measuring basic skills are administered as needed. State Assessment Testing is conducted annually in reading, mathematics and writing. Results are shared with parents.

### **TEXTBOOKS**

Textbooks are the property of PVSD. The student is **REQUIRED** to cover their textbooks and keep them in good condition. The student is responsible for damaged or lost books and to turn in the book that was issued to them at the beginning of the school year.

### **TRANSFERRING TO ANOTHER SCHOOL**

Parents of a student who is transferring should notify the school as soon as possible. On the last day of the student's attendance at his/her present school, a transfer card will be issued which is to be presented to the new school.

### **UNAUTHORIZED TAPE RECORDING**

In Pennsylvania tape recording is covered under the "Wiretapping and Electronic Surveillance Control Act". From time to time, students may attempt to tape school staff without the knowledge that it was taking place. This can be disturbing especially when it may seem that the recording was done surreptitiously and the recording device is intentionally hidden from view. This type of undisclosed tape recording is illegal.

## **VANDALISM AND PROPERTY DAMAGE**

The school building and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. Students, who willfully destroy or deface school property, may be suspended and subsequently expelled from school, if necessary. If students should happen to damage something by accident, it should be reported to the teacher or office immediately.

## **VISITING THE SCHOOL**

Visitors to the school are encouraged but arrangements should be made prior to the visit. This reduces classroom interruption and allows the school to make necessary arrangements. All visitors must report to the main office to announce their presence in the school. This procedure is used to insure the safety of the students and school employees. If any item or message is to be given to a student while school is in session, it must be delivered to the office. The respective secretary will deliver the item or message to the student. The school secretaries will also deliver telephone messages to students at times that will not interrupt classes. Guarding student instructional time is of the utmost importance to the educational process. Visits by former students and others to merely chat with teachers to other personnel are discouraged. Such visits should be made during non-instructional hours.

## **WEAPONS POSSESSION**

The safety of students and employees of the district is of the utmost concern. To address this issue the Board of Education has issued a policy to maintain a safe climate for all students and staff. Any person discovered to have any weapons (as defined in the policy) or other items in violation of this policy in his/her possession including lockers, automobile or threatens to use a weapon on another person shall not be permitted to remain in the school building, or on any school premises, school bus, at any school activity, event or function held at or away from school. Parents and students are responsible to be aware of the severe consequences for violation of this policy.

Any person discovered to possess a weapon is subject to immediate expulsion from school for one (1) year, subject to the exception in which the Superintendent may modify this requirement on a case-by-case basis. Students covered by the Individuals with Disabilities Education Act (IDEA) will be disciplined in accordance with the requirements of this act.

## **WEAPONS**

1. Purpose – The Board has made a strong and determined effort to maintain its school as a safe and secure place where students and staff can pursue the educational endeavors they deserve. The Board is committed to provide the schools with the means to maintain a safe climate for all students and staff.

2. Definitions, SC 1317.2(g) – **Weapon** – the term shall include but not be limited to any knife, razor, ice pick, nunchaku, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded fire arms, including shot gun, rifle, pellet guns, BB guns or any look-alike gun, any Bowie knife, lock-blade, hunting knife or any other similar knife, implements capable of directly or indirectly inflicting bodily injury, or other object that can reasonably be considered to be a weapon (including look alike) or dangerous instrument in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function held at or away from school. Any item or any object used to injure another person or one's self is considered a weapon.

3. Authority, SC 1317.2 – The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials. The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violation or possession of a weapon by a person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

Students and staff shall be informed concerning this policy at least annually.

The Superintendent, who shall prescribe special conditions or procedures to be followed, may make an exception to this policy. Weapons under the control of law enforcement personnel are permitted.

### **WEB PAGE**

Information regarding homework and school events can be found on the school's web page located at <http://www.panthervalley.org>.



## **Permission Forms**

Please return the following forms to the School Principal's Office.

### ***Internet Form***

As the Parent or Guardian of \_\_\_\_\_ (student name), I have read School District policy governing access to the Internet through school resources and agree with its terms. I understand that this access is being provided for educational purposes only. I understand that this access is being provided for educational purposes only. I understand that Panther Valley School District cannot restrict access to all controversial and inappropriate materials and I will not hold it responsible for materials acquired on the network. I also accept full responsibility for supervision of my child if the network is accessed from home. I hereby give permission to issue an account for my child.

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Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

### **Handbook Form**

I have received, read and understand the Student/Parent Handbook. I also realize that if there are any questions, I will contact the School Principal.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

### **Pictures for School Web page or other publication:**

I grant permission for my son/daughter's name and picture to be used on the school's web page and in the area newspapers.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

### **Educational Field Trip Permission Form**

I grant permission for my son/daughter to attend educational field trips throughout the school year.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_



## PANTHER VALLEY SCHOOL DISTRICT

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<b>Superintendent's Office</b> 1 Panther Way Lansford, PA 18232 (570) 645-4248 Fax: (570) 645-6232	<b>Business Office</b> 1 Panther Way Lansford, PA 18232 (570) 645-3176 Fax: (570) 645-3036	<b>High School</b> 912 Coal Region Way Lansford, PA 18232 (570) 645-2171 Fax: (570) 645-2507	<b>Middle School</b> 678 Panther Pride Drive Lansford, PA 18232 (570) 645-2175 Fax: (570) 645-9723	<b>Elementary School</b> 1 North Mermon Ave. Nesquehoning, PA 18240 (570) 669-9411 Fax: (570) 669-6043
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### SCHOOL HEALTH SERVICES AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

To be completed by the physician or dentist:

\_\_\_\_\_ must receive the following prescribed medication during school hours in order to maintain sufficient health in the school program.

Medication: \_\_\_\_\_

Prescribed Dosage: \_\_\_\_\_

Time to be given \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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To be completed by parent or guardian:

I do hereby release, discharge, and hold harmless the Panther Valley School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the above medication to my child, should there develop an allergic reaction or other reaction from the medication. I understand that I am responsible for any mishandling of medication while transported by my child.

Signature of Parent/Guardian:

\_\_\_\_\_

Date: \_\_\_\_\_