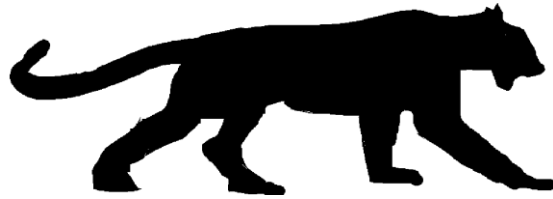




**2022-2023**  
**Student/Parent/Guardian Handbook**



**Panther Valley School District**

1 Panther Way  
Lansford, PA 18232  
570-645-4248 Phone  
570-645-6232 Fax  
[www.panthervalley.org](http://www.panthervalley.org)

*“Working together as a community to inspire  
each individual to achieve success through lifelong  
learning”*

# **INTRODUCTION**

## **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 exciting opportunities that a fresh start always brings.

Yours in Education,

David McAndrew, Jr.  
Superintendent

## **ALMA MATER**

Alma Mater, listen Mother,  
As we sing thy praises grand!  
O noble queen of Panther Valley  
Fairest high school in the land.  
Thy sons and daughters stand together  
Pledging all our love forever  
Loyal we will always be.  
O dearest Panther Valley High School Mother  
Hail, all hail to thee

Thy black and white and golden banner  
Proudly waves on high thy name  
As we thy children fondly gather  
E're to tell the world thy fame  
To all bring honor to thy glory  
Dedicated we will be  
O dearest Panther Valley High School Mother  
Hail, all Hail to thee!

## **BOARD OF EDUCATION**

### **Membership 2022-2023**

Daniel Matika - President  
Marco D'Ancona - Vice President  
Renee DeMelfi - Secretary  
William Mansberry - Treasurer

Joseph Faenza - Member  
Steven Foster - Member  
Shawn Hoben- Member  
Keith Krapf - Member  
Pat Leonzi - Member

## **MEETING DATES**

Panther Valley School District board meetings are at 7:00 p.m. in the Board room in the Panther Valley Administration Building, Route 209, Lansford. Meeting dates can be found on our website at [www.panthervalley.org](http://www.panthervalley.org).

## **PVSD ADMINISTRATION**

### Administration Office

Mr. David McAndrew, Jr., Superintendent  
Mr. Jesse Walck, Business Manager  
Mrs. Janet Fisher, Technology Coordinator  
Mr. Scott Fisher, Building and Grounds Supervisor  
Greg Kosciolk, Director of Special Education  
Mrs. Lanae McKelvey, School Psychologist  
Mrs. Kristen Black, Athletic Director  
Laurie Mount, Nutritional Services  
1 Panther Way  
Lansford, PA 18232  
(570) 645-4248

### Elementary School

Mr. Robert Palazzo, Principal  
1 N. Mermon Avenue  
Nesquehoning, PA 18240  
(570) 669-9411

### Intermediate School

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

### Junior-Senior High School

Mrs. Patricia Ebbert, Principal  
912 Coal Region Way  
Lansford, PA 18232  
(570) 645-2171

## PANTHER VALLEY 2022-2023 SCHOOL CALENDAR

22 – New Teacher Meetings  
23, 24, 25 – Teacher In-Service  
29 – Student's First Day

Student Days – 3  
Teacher Days – 6

| AUGUST '22 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

17, 20– President's Holiday

(2/17– Snow make up day for any snow day used by 1/31/23)  
(Tentative)

Student Days – 18  
Teacher Days – 18

| February '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 |    |    |    |    |

5– Labor Day Holiday

Student Days – 21  
Teacher Days – 21

| September '22 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

15– Act 80 Day

Student Days – 23  
Teacher Days – 23

| March '23 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

10– Act 80

Student Days – 21  
Teacher Days – 21

| October '22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

5 – ½ Day  
6, 7, 10 – Spring Holiday

(4/6 – Snow make up day for any snow day used by 3/31)  
(Tentative)

Student Days – 17  
Teacher Days – 17

| April '23 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

9, 10, 11 – Parent Teacher Conference – ½ Days  
23– ½ Day  
24, 25, 28– Thanksgiving Holiday

Student Days – 19  
Teacher Days – 19

| November '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 |    |    |    |

5– Act 80 Day  
29– Memorial Day

Student Days – 22  
Teacher Days – 22

| May '23 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

22– ½ Day  
23-30 – Winter Holiday

Student Days – 16  
Teacher Days – 16

| December '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

5– Last Day for Students/Teachers

Students Days – 3  
Teacher Days – 3

| June '23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 |    |

2 – Winter holiday  
16 – Martin Luther King Holiday

Student Days – 20  
Teacher Days – 20

| January '23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |



**Panthers**

186 Teacher Days    183 Student Days

# 2022-2023 SCHOOL DISTRICT CALENDAR NOTES

**Notes**

- 1) **Student Days = 183    Teacher Days = 186**                      2) **Act 80 Days October 10, 2022, March 15, 2023 & May 5, 2023**
  
  - 3) **The district reserves the right to use school holidays on February 17, 2023 and April 6, 2023 for snow make-up days. Any additional days off for inclement weather/emergencies will be added to the end of the school calendar.**
  
  - 4) **Early dismissal times according to type of scheduled day:**
    - Day before holiday (Thanksgiving, Christmas, Easter) – JR-SR HS 11:30 AM    Intermediate and Elementary 12:15 PM**
    - Parent/Teacher Conferences -- November 9, 10, 11 – JR-SR HS 11:30 AM    Intermediate and Elementary 12:15 PM**
    - Last day of School for Students                      –                      JR-SR HS 11:00 AM    Intermediate and Elementary 11:45 PM**
- 

**BREAKDOWN OF 2022 – 2023 CALENDAR**

|  |                              |   |
|--|------------------------------|---|
| August 22                                | Monday                       | New Teacher Meetings  |
| August 23, 24, 25                        | Tuesday, Wednesday, Thursday | Teacher In-Service  |
| August 29                                | Monday                       | Student’s First Day   |
| September 5                              | Monday                       | Labor Day – School Closed   |
| October 10                               | Monday                       | Act 80  |
| October 31                               | Monday                       | End of 1 <sup>st</sup> Marking period – <b>45<sup>th</sup> day</b>  |
| <u><b>Parent/Teacher Conferences</b></u> |                              |   |
| <b>November 9</b>                        | <b>Wednesday</b>             |   |
| <b>November 10</b>                       | <b>Thursday</b>              |   |
| <b>November 11</b>                       | <b>Friday</b>                |   |
| November 24, 25, 28                      | Thursday, Friday, Monday     | Thanksgiving Holiday – School closed                                |
| December 23-30 / January 2               | Thursday-Monday              | Winter Holiday – School closed                                      |
| January 16                               | Monday                       | Martin Luther King Day – School closed                              |
| January 17                               | Tuesday                      | End of 2 <sup>nd</sup> Marking period – <b>90<sup>th</sup> day</b>  |
| February 17, 20                          | Friday, Monday               | Presidents Holiday – School closed                                  |
| March 15                                 | Wednesday                    | Act 80 Day  |
| March 23                                 | Thursday                     | End of 3 <sup>rd</sup> Marking period – <b>135<sup>th</sup> day</b> |
| April 6, 7, 10                           | Thursday, Friday, Monday     | Spring Holiday – School closed                                      |
| May 5                                    | Friday                       | Act 80 Day  |
| May 29                                   | Monday                       | Memorial Day – School closed)                                       |
| June 5                                   | Monday                       | Last Day for Teachers, Students                                     |

Note: Marking Period #4 has 48 days to reflect 183 student school days.

## **DAILY STUDENT TIME SCHEDULE 2022-2023**

### **ELEMENTARY SCHOOL**

**A.M. ARRIVE:** 8:15-8:30 A.M.      **TARDY** at 8:31 A.M.      **DISMISSAL:** 3:00 P.M.

On 2 hour delayed-start days, breakfast will not be served. Lunch will be served on all school days.

### **INTERMEDIATE SCHOOL**

**A.M. ARRIVE:** 8:15-8:30 A.M.      **TARDY** at 8:31 A.M.      **DISMISSAL:** 3:00 P.M.

On 2 hour delayed-start days, breakfast will not be served. Lunch will be served on all school days.

### **JUNIOR-SENIOR HIGH SCHOOL**

**A.M. ARRIVE:** 7:15-7:20 A.M.      **TARDY** at 7:21 A.M.      **DISMISSAL:** 2:05 P.M.

On 2 hour delayed-start days, breakfast will not be served. Lunch will be served on all school days.

### **SCHEDULED EARLY DISMISSALS**

Scheduled early dismissal prior to holidays for the Elementary School and Intermediate School will be at 12:15 P.M. Lunch will be served.

Scheduled early dismissal for the Junior-Senior High School will be at 11:30 A.M. Lunch will be served.

### **WEATHER AND EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather or other emergencies, the district will use a 2 hour delay, 3 hour delay, and/or an early dismissal. Changes in scheduled arrival and departure times, because of emergencies, will be shared via the Sapphire Alert system and broadcast on the following: WLSH 1410 AM, WBRE-TV Ch. 28, WNEP-TV Ch. 16, WFMZ-TV Ch. 69, and BRC-TV-13. Please make sure you keep your phone number current in the Sapphire system to get alerts.

## **SCHOOL PROCEDURES**

### **ATTENDANCE**

Regular attendance is essential to succeed in school. Completion of classroom subject tests does not indicate that a student has mastered a particular subject. Teachers' lectures, in-class discussions, successful completion of homework assignments, and class participation are all factors that determine satisfactory course completion and credit attainment.

### **COMPULSORY SCHOOL ATTENDANCE**

It is the duty of the Commonwealth to require that every educable child within its jurisdiction receive at least an elementary and secondary education in so far as such level may be attained. If the parent will not insist that children take advantage of the free educational opportunities offered, it becomes the duty of the state to require that this be done so that a democratic government may be assured of a population sufficiently well-educated to appreciate the responsibilities of citizenship.

## **TRUANCY REFORM: ACT 138 OF 2016**

Act 138 of 2016 provides significant improvements to the truancy system in Pennsylvania. The act clarifies and updates definitions and the process for addressing unexcused absences. Act 138 also makes changes to the penalty provisions in a manner that promotes a proactive approach to truancy and greater flexibility in the imposition of intervention and penalties for truancy.

## **ENFORCEMENT OF ATTENDANCE ISSUES**

Enforcement of the compulsory attendance laws in the Panther Valley School District shall be in strict accordance with the school laws of Pennsylvania and the Department of Education.

## **MAKING UP MISSED WORK**

Students who are legally absent from school will have the opportunity to make up missed assignments. The amount of time to make up assignments will be calculated by taking the number of absent days plus one day to turn in the work when they return to school. Legally absent students should consider going to the district website or friends in order to keep up with homework assignments. Students who are seriously ill and will be out for a significant amount of time should have their parent(s) contact the guidance office in order to make arrangements to obtain school work. Students who are illegally absent or unexcused from school will not have the opportunity to make up assignments/quizzes, tests that were missed for credit and will receive a zero for any such assigned test quiz for that day.

## **ABSENCES**

### **EXCUSED ABSENCES**

The compulsory attendance law requires a child of compulsory school age to be in attendance at school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance. The Pennsylvania Supreme Court states that once a child is enrolled in kindergarten, that child is now of compulsory school age until the age of seventeen, or until graduation from a regularly accredited senior high school, whichever occurs first.

The following reasons as found in the 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:

#### **1. RELIGIOUS HOLIDAYS AND RELIGIOUS INSTRUCTION**

- a. Upon written parental request, and in accordance with the policies of the district's Board of School Directors, pupil may be excused from school for religious holidays observed by bona fide religious groups.
- b. Upon written parental request, a pupil shall be excused from school in order to attend classes for religious instruction under Section 1546 of the Public School Code of 1949 (24 P.S. S 15-1546). The excuse shall be limited to a total of not more than thirty-six (36) hours per school year.
- c. A pupil's absence from school for religious holidays or for religious instruction shall be recorded as an excused absence. There shall be no penalty attached to an absence for religious holidays or instruction. No student who has been excused from school because of a major religious holiday will be deprived of any awards.

#### **2. HEALTH CARE** (Also see Excusal for Appointments)

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

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

#### **3. ILLNESS OR URGENT REASONS**

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. Failure to submit a note will result in a student being given an illegal day (absence will be marked

unexcused/unlawful/illegal).

The following may be construed as being among "urgent/reasonable causes":

- a. Illness **If the absence is for 3 or more consecutive days, a healthcare service provider's note must be presented to the school.**
- b. Quarantine, when verified by a public health service or licensed physician.
- c. Unusual emergency affecting a given student (ex: recovery from accident). Note: When a student, for disciplinary reasons, has been denied bus privileges, lack of transportation is not a legal excuse.
- d. Impassable roads.
- e. Death in the family.
- f. Educational travel, which must be approved in advance by the building principal. **Such travel may not exceed more than 5 (five) consecutive school days, nor occur during the first 2 (two) and last two (2) weeks of the school year and/or during the PSSA testing periods. Only one 5 day vacation period is permitted per school year.**

**Within 3 days of returning to school after an absence, a parent-signed excuse note or medical excuse note should be submitted to the school or the absence will be considered illegal/unlawful.**

#### **4. EXCUSAL FOR APPOINTMENTS OR ILLNESS**

##### 1. Excusal for Appointments:

- a. If for some reason you must remove your child from school during the day, please follow the guidelines in the "Leaving Early" section of this handbook.
- b. No teacher may grant a pupil permission to leave the building before regular dismissal unless it is cleared by the principal.
- c. Doctor and dentist appointments, properly verified, will be acceptable reasons for granting permission to leave the building.
- d. Each appointment slip must be signed by the doctor, dentist or proper authority and returned to the office as soon as possible after the appointment, but at the most within 3 days of the student returning to school

##### 2. Excusal for Illness (See "Notification Letters of Absence" section for more information)

- a. Pupils who become ill during the school day should see the nurse. If the nurse is unavailable, go directly to the school office. Parents/guardians must be contacted by phone before a student can be excused.
- b. All parents must submit an emergency telephone number to the school in the event that the parents cannot be reached. In the event that a telephone number has changed please notify the school office immediately.
- c. Excessive absence is a valid reason for a student to fail a marking period.
- d. A student with excessive absence may be denied participation in school-related functions including, but not limited to, assemblies, field trips and/or special programs. A parent-counselor-principal conference will be scheduled to discuss retention due to excessive absence.
- e. If a student has excessive absences and it is determined that no extenuating circumstances exist then the student may be retained in the same grade for the following school year.

#### **5. CHARTER/CYBER SCHOOL ATTENDANCE**

Any student applying to enter a charter/cyber school must attend the appropriate Panther Valley School District school daily, until the date of acceptance by the charter/cyber school. Failure to abide by this rule will result in being cited for truancy. All PVSD attendance rules apply to charter/cyber schools.

#### **EXCUSE NOTES**

All excuses from parents/guardians, medical service providers, court clerks, etc., are to be in writing. The school offices have blank excuse forms for parents/guardians to use. Parent-provided forms or blank paper may also be used. Verbally informing someone at the school that a child will be or was absent is not sufficient. Excuse notes may be given to the student to give to the teacher, given to the office directly, faxed to the office or emailed to the office. Attendance data is usually updated within 36 hours.

Parents/guardians will be responsible for being aware of how many days their child has been absent. By signing up for the Sapphire Community Portal you can see if an excuse document reached the office. Call the office to learn about accessing the Portal.

***Please remember that an excuse note must be submitted within 3 days of the student returning to school or the excuse will be considered illegal/unlawful.***



## TARDINESS

Parents are expected to ensure that their children arrive on time. Tardiness is disruptive to the instructional process and forces the teacher into unnecessary repetition. Being on time for school teaches the importance of being prompt. This is an important life skill.

### **EARLY MORNING APPOINTMENTS**

If you have an early morning appointment, e.g., orthodontist, doctor, etc., a doctor's note must be presented to the school office upon your arrival for you to be marked "excused tardy or A.M. 1/2 Day absent". If no note is presented, the absence will be considered as unexcused tardy or unlawful 1/2 Day absence.

### **EXCUSED TARDINESS REASONS**

1. Illness or injury.
2. Medical or dental appointments - Doctor/dentist excuse is required.
3. Attendance at a funeral service for a family member.
4. Participation in religious instructions or observations.
5. Driver's test or eye examination for a driver's test, with the time of departure from the facility listed on the note.

*Students are encouraged to make personal appointments on their own time and not on school time. Any exceptions to the above list will be handled on an individual basis by the principal.*

### **EXCESSIVE TARDINESS**

In order to ensure a consistent educational program, students are expected to arrive at the school buildings on time and be prepared for the school day. A student arriving after the Arrival Time stated in the Daily Time Schedule must report directly to the main office to be given a tardy slip. As tardies are accumulated throughout the year, disciplinary action, such as a detention, may be taken, according to individual school policies.

### **TARDINESS AT PV ELEMENTARY SCHOOL**

Students must be in their homerooms by 8:30 a.m. to not be considered tardy. If you arrive late to school, report to the office for a tardy slip and admittance to class. Quarterly and end-of-year perfect attendance awards will be impacted by five or more tardies. Three tardies in a marking period may result in a warning and parent letter. Five tardies may result in a detention. Eight tardies may result in a detention and a parent meeting.

|              |                        |                     |
|--------------|------------------------|---------------------|
| Arrival Time | 8:31 A.M. – 9:00 A.M.  | Tardy               |
| Arrival Time | 9:01 A.M. – 11:45 A.M. | 1/2 Day A.M. Absent |
| Arrival Time | 11:46 A.M. or later    | Full Day Absent     |

### **TARDINESS AT PV INTERMEDIATE SCHOOL**

Students must be in their homerooms by 8:30 a.m. to not be considered tardy. If you arrive late to school, report to the office for a tardy slip and admittance to class. Quarterly and end-of-year perfect attendance awards will be impacted by five or more tardies. Three tardies in a marking period may result in a warning and parent letter. Five tardies may result in a detention. Eight tardies may result in a detention and a parent meeting.

|              |                        |                     |
|--------------|------------------------|---------------------|
| Arrival Time | 8:31 A.M. – 9:00 A.M.  | Tardy               |
| Arrival Time | 9:01 A.M. – 11:45 A.M. | 1/2 Day A.M. Absent |
| Arrival Time | 11:46 A.M. or later    | Full Day Absent     |

### **TARDINESS AT PV JUNIOR-SENIOR HIGH SCHOOL**

|              |                        |                     |
|--------------|------------------------|---------------------|
| Arrival Time | 7:21 A.M. – 7:50 A.M.  | Tardy               |
| Arrival Time | 7:51 A.M. – 10:35 A.M. | 1/2 Day A.M. Absent |
| Arrival Time | 10:36 A.M. or later    | Full Day Absent     |

Unless you are in your homeroom and seated by 7:20 A.M., you will be considered late to school. If you arrive late to school, report to the office for a tardy slip and admittance to class. Students who report to school late, after the first half-hour of the school day, will be considered 1/2 Day A.M. absent. Students who report to school after that time without an “acceptable excuse,” will be considered unexcused and will receive an illegal absence.

*If a student is absent from school for any part of a school day or tardy after 8:20 A.M., he/she may not attend or participate in extracurricular activities or sporting events scheduled for that day. This will include any games, practices, clubs or organizations.*

**LEAVING EARLY AT PV ELEMENTARY SCHOOL**

Students may be permitted to leave school for medical or dental appointments, court appearance or family emergencies. Students who wish to be excused early during the school day must present a note to the teacher in the morning of the early dismissal. The note should indicate: (1) the date and time of dismissal; (2) the reason for dismissal; (3) who is picking up the child; and (4) the parent’s/guardian’s signature. The teacher will turn the note into the office with the morning mail and then the information will be placed on a “Student Leaving” list. If the child comes back to the school within 2 hours, a special code will be used to record that fact, but the time away from school will not count as an absence.

|                |                         |                     |
|----------------|-------------------------|---------------------|
| Departure Time | 10:45 A.M. and earlier  | Full Day Absent     |
| Departure Time | 10:46 A.M. - 2:00 P. M. | 1/2 Day P.M. Absent |
| Departure Time | 2:01 P.M. or later      | Not Absent          |

**LEAVING EARLY AT PV INTERMEDIATE SCHOOL**

Students may be permitted to leave school for medical or dental appointments, court appearance or family emergencies. Students who wish to be excused early during the school day must present a note to the teacher in the morning of the early dismissal. The note should indicate: (1) the date and time of dismissal; (2) the reason for dismissal; (3) who is picking up the child; and (4) the parent’s/guardian’s signature. The teacher will turn the note into the office with the morning mail and then the information will be placed on a “Student Leaving” list. If the child comes back to the school within 2 hours, a special code will be used to record that fact, but the time away from school will not count as an absence.

|                |                         |                     |
|----------------|-------------------------|---------------------|
| Departure Time | 10:45 A.M. and earlier  | Full Day Absent     |
| Departure Time | 10:46 A.M. - 2:00 P. M. | 1/2 Day P.M. Absent |
| Departure Time | 2:01 P.M. or later      | Not Absent          |

**LEAVING EARLY AT PV JUNIOR-SENIOR HIGH SCHOOL**

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. Students may be permitted to leave school for medical or dental appointments, court appearance or family emergencies. Students who wish to be excused early during the school day must present a note to the school office in the morning of the early dismissal. The note should indicate: (1) the date and time of dismissal; (2) the reason for dismissal; (3); who is picking up the child, if relevant; and (4) the parent’s/guardian’s signature. The secretary will then authorize the early dismissal. Upon returning to school, report to the office to sign in and present your doctor’s note. If no note is presented, the absence will be considered as illegal/unexcused. If the student comes back to the school within 1 hour, a special code will be used to record that fact, but the time away will not count as an absence.

|                |                       |                     |
|----------------|-----------------------|---------------------|
| Departure Time | 9:35 A.M. and earlier | Full Day Absent     |
| Departure Time | 9:36 A.M. - 1:00 P.M. | 1/2 Day P.M. Absent |
| Departure Time | 1:01 P.M. or later    | Not Absent          |

**ABSENCE NOTIFICATION LETTERS TO PARENTS/GUARDIANS**

**10 days of absence** A student is allowed 10 days of absence for any of the legal reasons defined in the prior subsections, as long as an appropriate document, usually a note, is received by the office within three days of the student returning to school. **If the absence is for a health related reason and it is for 3 or more consecutive days, a healthcare service provider’s note should be**

**presented to the school.** One-day or two-day absences for healthcare reasons only need a parent/guardian-signed note. Upon reaching the 10th day of absence a letter will be sent to the parent/guardian notifying the parent of the 10 days of absence and explaining that this number of absences is considered excessive. Thereafter a medical excuse note for healthcare reasons should be provided or the excuse will be unlawful. No notes will be accepted from a doctor stating that the student in question was not seen by a doctor.

**3 days of unlawful absence** Upon reaching the 3rd day of unlawful absence, a notification letter will be sent to the parent/guardian stating that the student is now considered truant under the Pennsylvania Truancy Law and if the child continues to be truant and incurs additional absences after this notice has been issued, the school is required to hold a Student Attendance Improvement Conference where the child's absences and reasons for the absences will be examined in an effort to improve attendance.

**6 days of unlawful absence** When a student accumulates six (6) days of unlawful absence for the current school year, a letter will be sent to the parent/guardian stating this fact and also setting a date and time to attend the Student Improvement Conference at the school. A referral will be made to Children and Youth Services. A Student Attendance Improvement Plan (SAIP) will be written at the conclusion of the Conference. It will include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

### **TRUANCY CITATIONS**

Under Act 138, of 2016, the penalties for truancy are as follows: Fines placed on parents for truancy can be as high \$750.00 and the parents may be required 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 \$750.00* 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.

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for ATTENDANCE – Policy 204

### **CONTACT INFORMATION CHANGES**

If a student moves to a new address within the district and/or changes telephone numbers, parents/guardians with a Sapphire Community Portal account can change the contact information without contacting the school. If a Community Portal account has not been established, the contact information should be given to the appropriate school office to update the student's file. This may be done by sending a note to school with the student to give to the teacher, who will in turn forward it to the office. Also, the parent/guardian may visit the school's office to provide the updated information. It is recommended that all parents establish a Sapphire Community Portal for each student attending any of the Panther Valley Schools. Grades, announcements, attendance records and some official school notifications can also be viewed through the Portal. Contact your school's office for instruction on signing up for the Portal.

If a student is planning to move out of the district, there is a form in each school's office to be filled out by a parent or guardian before moving.

### **SCHOOL NOTIFICATION SYSTEM**

The school notification system has been incorporated into the Sapphire Student Information System. Therefore Parents/Guardians with a Sapphire account can change their student's contact information without contacting the school.

1. Log onto your Sapphire Account <https://panthervalley-sapphire.k12system.com/>
2. Click on your student
3. Click on Change Student Data
4. Make necessary changes, additions, subtractions.
5. Click SAVE CHANGES
6. The changes will be automatically sent to the school.

### Checking your Notifications

1. Once logged into your account
2. Click on your name in the right hand top corner
3. Click on notifications.

### **BULLYING**

The Panther Valley School District will investigate all reports of bullying on school grounds. Parents should contact the building principal directly if they feel their child is being bullied. For more information, please see [www.panthervalley.org](http://www.panthervalley.org) for BULLYING – Policy 249

### **BUSES**

#### **SCHOOL BUS POLICY**

Adopted: May 23, 1996

Revised: January 29, 2009

It is the policy of the Panther Valley School District Board of Directors to provide transportation for students in accordance with law and the following guidelines.

The Board shall contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips. The contractor shall provide all necessary school buses to transport our students in accordance with a contractual agreement. The district may utilize vehicles of its own to meet limited transportation needs and supplement the contractor's efforts.

Pupils may be transported if they meet one or more of the following criteria:

1. Elementary pupils living more than 1 and 1/2 miles from their assigned school.
2. Special Education (E.M.R. /S.E.D. /T.M.R. /L.D.) and Handicapped, (visual, hearing and physical), handled on a category by category basis.
3. Any pupil regardless of distance, if the PA Department of Transportation certifies the road on which the pupil must walk is hazardous.

#### **PARENTAL CONVENIENCE SHALL NOT BE CONSIDERED AS MEETING THE CRITERIA FOR TRANSPORTATION.**

The school bus driver shall be responsible to enforce the bus rules and regulations for students while they are being transported to and from school. A student may be suspended from bus transportation by the principal, disciplinarian or superintendent for disciplinary reasons. If a student is suspended the parents are responsible for the pupil's transportation.

The Principals, Disciplinarians and Superintendent shall have power to suspend students from riding the bus or to take other reasonable disciplinary action for misconduct on school buses. For disciplinary purposes, the school bus is deemed to be similar to the classroom. The Board recognizes that although a bus driver is responsible for maintaining the bus rules and regulations on a bus, there may be an occasion when referral of a case by the driver to school officials is both desirable and necessary. All referrals are to be first reported to the Transportation Supervisor who makes an investigation. If warranted, the supervisor shall make a recommendation to the appropriate Principal. Parents are to be notified in each instance of a suspension. Out of district student placement problems of a disciplinary nature shall be handled in a similar fashion.

All students shall ride the bus to which they have been assigned. Students will be picked up and dropped off **ONLY** at their approved stop. However, a parent/guardian may request to have a student picked up at one stop in the a.m. and dropped off at another in the p.m. in child care circumstances provided the arrangement is consistent daily.

## **BUS CONDUCT**

The following rules of conduct are prescribed for pupils who ride school busses. All riders are expected to comply with these regulations. Violations will result in disciplinary action.

1. Walk in front of the bus when crossing the road.
2. Remain in the seat while the bus is in motion.
3. Always take a seat assigned by the driver.
4. Be on schedule at all times.
5. Keep feet on the floor of the bus when seated.
6. Keep laughter, talk and noise at a low level.
7. Pushing or shoving while getting on or off the bus is prohibited.
8. Fighting is prohibited.
9. Swearing is prohibited.
10. Marking or writing on any part of the bus is not permitted.
11. Eating, drinking, or smoking are not permitted on busses.
12. Do not extend your hand or head out of windows.
13. Do not put pressure on the back of the seat in front of you.
14. Loosening or removing screws, bolts or nuts is strictly forbidden.
15. Do not use the emergency door unless there is an emergency.
16. Littering inside the bus with paper or other refuse is prohibited.
17. Pupils must have written permission to leave the bus at other than regular stops.
18. No pupil is permitted to ride a bus unless authorized to do so.
19. Pupils are expected to follow directions of the driver at all times.
20. Pupils must refrain from annoying drivers.

Transportation by school bus is a privilege and not a right. Pupils may be suspended from the bus-riding privilege for violation of rules.

## **TRANSPORTATION PROCEDURES**

Bus transportation to and from school is a privilege extended to the students of the Panther Valley School District through the efforts of the taxpaying citizens of our district. It must be understood by both the students and their parents/guardians the responsibilities which this privilege carries. It is important that discipline is maintained on school busses. Misconduct on school busses is dangerous and foolhardy as well as selfish and lacking in self-discipline. The Panther Valley School District has set down regulations and students who violate them may be denied bus transportation. The rules have one aim: **safe transportation between school and home.**

Students, while riding the bus, will conduct themselves in a manner that will not distract the driver. A driver has many responsibilities and all of them are important for the safety of the students.

1. The driver is in complete charge of the bus and the students. The driver has the authority when notified by the Principal to refuse transportation to a student who has violated the rules, until the case is reviewed and acted upon by the Administration of the School District. Any incident must be reported by the bus driver to the Transportation Supervisor within 24 hours of the occurrence who in turn will report the incident to the appropriate building principal.
2. Students in KINDERGARTEN AND 1<sup>st</sup> GRADE must be accompanied by an adult in the AM at the bus stop and have someone at the bus stop in the PM.
3. Any parent who intends to pick up his/her child at school must submit a signed note stating the date and time of pick-up as well as the person who will pick up the child. **IF THE ADULT HAS NOT ARRIVED BY THE TIME THE CHILD'S BUS IS SCHEDULED TO DEPART FROM THE SCHOOL, THE STUDENTS WILL BE PLACED ON HIS/HER BUS.** For this reason, parents picking up a child should arrive at the school no later than 10 minutes before dismissal and requests should be kept at a minimum. The school assumes NO responsibility in sending the child on his/her regular bus if not picked up before the bus leaves the school.
4. Punishment for bus violation for first offenders shall be consistent with the rules and regulations as set forth by the Panther Valley School District. Second offenses shall cause denial of bus privileges for three (3) school days. A third offense shall cause loss of bus riding privileges for 5 - 10 school days. A final offense shall result in loss of bus riding privileges for an

indefinite period of time subject to administrative decision and review. A conference will be held with parents, principal and/or transportation director. In addition, for each offense, the administration has the right to revoke other privileges such as attendance at programs, assemblies and/or field trips.

5. Withdrawal of school bus privileges does not relieve either the student or the parent of their responsibilities to compulsory attendance laws. Absence from school for this reason will be considered an unexcused absence. Parents are expected to provide transportation on these days. **Lack of transportation is not considered a legal excuse for absence on any school day.**
6. In the event of serious or repeated violation of bus regulations, the district may file a summary offense, misdemeanor or felony complaint with the local magistrate. These complaints include, but are not limited to, harassment, disorderly conduct, assault, criminal mischief and recklessly endangering another person.
7. **PERMISSION TO CHANGE BUSES WILL NOT BE PERMITTED.** Bus overload is of prime concern since it involves the safety of students and is prohibited by law. Questions concerning busing should be directed to the transportation department in the Business Office at 570-645-4248.

### **TRANSPORTATION IN A HAZARDOUS ROAD CONDITION**

If hazardous road conditions exist and it is safer to park the bus, the driver will do so in a safe area without restricting traffic. The bus driver will turn on hazard lights and leave the bus running and heated. The bus driver will inform the bus garage and school district transportation manager. The Transportation Manager or designee will inform the individual schools of the situation and the delay of student arrival.

The Transportation Manager will inform PennDOT of the road conditions, corresponding borough authorities and police through the appropriate Communication Center.

Every fifteen minutes the bus driver will notify the Transportation Manager of the situation.

After fifteen minutes of the bus being parked a School District official will send out a Sapphire Notification message to parents. Parents will be asked to NOT pick up their children because of the potential safety concerns of all individuals.

### **IF PARENTS STILL CHOOSE TO PICK UP THEIR CHILD**

1. Call the school building and inform the office personnel that they will pick up their child. The parent must provide the office with the name of the person who will pick up the child.
2. The building office personnel will inform the Transportation Office of the request.
3. The Transportation Clerk will contact the bus driver with the proper information.
4. The parent(s) must present a photo ID and sign a form for the bus driver to release the student.

### **CAFETERIA**

A free hot lunch program is offered in all the schools, as well as a free breakfast. Lunch and breakfast menus are sent home each month. Menus are also viewable by going to <http://www.panthervalley.org/> and clicking on the "Lunch Menu" button. Then select your child's school. Snacks are available for purchase in each building on certain days for students in grades 2-12. Only cash is accepted to purchase snack items.

### **CAMERA SURVEILLANCE 816 REVISED**

The school district may, from time to time, place and use video surveillance cameras on school property and school buses in order to protect the health, safety or well-being of its students, staff and visitors; protect school property against damage, vandalism and theft; and to monitor the behavior of students.

## GUIDELINES

### SCHOOL PROPERTY CAMERA USE

The school district may elect to place video surveillance cameras inside and outside of its school buildings, parking lots, and athletic facilities and fields. Cameras may be placed in any public areas in buildings where individuals traditionally do not have a reasonable expectation of privacy, including, but not limited to, outdoor areas, public entrance ways into buildings, hallways, cafeterias, gymnasiums, and auditoriums. Cameras shall not be placed in lavatories, locker rooms, school nurse office examination rooms, or other areas where individuals may disrobe.

### SCHOOL BUS CAMERA USE

Each school bus shall be equipped with a video camera box that is capable of holding a video camera at any given time. If the school district elects to place a camera in this box, neither the school bus driver, students or other occupants of the school bus shall be able to determine if a camera is being used. The Transportation Department shall rotate cameras through the entire school bus fleet as deemed appropriate to monitor student behavior and potential safety-related concerns.

### NOTIFICATION REGARDING CAMERA USE

The school district shall take reasonable steps to notify students, parents/guardians, employees and visitors regarding the use of video surveillance cameras on school property. The purpose of such notification is to eliminate any expectation of privacy that an individual may have when coming onto school property. Notification regarding the use of surveillance cameras shall be done in the following manner:

1. Every school's student handbook shall advise students and their parents/guardians regarding the use of video surveillance cameras on school property and school buses.
2. The school district shall post signage at the entranceway of all school buildings where cameras are used, to advise individuals of their limited expectation of privacy due to video surveillance cameras.
3. The school district or its transportation contractor shall post signage near school bus entrance ways and inside school busses to advise passengers of their limited expectation of privacy due to the use of video surveillance cameras.

### USE OF VIDEO SURVEILLANCE IMAGES

The images recorded by video surveillance cameras may be used by school officials to investigate conduct which may violate school rules or constitute misconduct; to investigate the facts and circumstances surrounding an incident that has been reported to school officials; to identify individuals involved in a particular incident or pattern of conduct which is being investigated.

The images recorded by a video surveillance camera may be used by school officials to investigate student or employee misconduct, and used as evidence in any student or employee disciplinary proceedings conducted by the school district.

The school district may provide law enforcement officials with copies of images from video surveillance cameras to report conduct which it reasonably believes may constitute evidence of a crime or to assist a law enforcement investigation.

### RETENTION OF VIDEO CAMERA IMAGES

The school district shall dispose of, erase or otherwise discard visual images from its video surveillance cameras within thirty (30) days of the date on which the images were recorded, unless the images are retained for investigative purposes in compliance with this paragraph.

The Superintendent may authorize appropriate school personnel to retain a video surveillance camera image beyond thirty (30) days for the following purposes:

1. To investigate student misconduct, which may result in a student being suspended or expelled from school.
2. To investigate alleged employee misconduct, which may result in disciplinary action being taken against an employee.

3. To investigate damage, vandalism or theft of school buildings, school vehicles, school equipment or other property owned or controlled by the school district.
4. To comply with a request by law enforcement officials, the district's insurance carrier or the district's solicitor or special counsel to preserve video images that may be relevant in an investigation of a criminal case, insurance claim involving the school district or a matter which may result in litigation being initiated against the school district.
5. To comply with a lawfully issued subpoena or court order, which requires the school district to preserve images from its video surveillance cameras.

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for Policy 816 - CAMERA SURVEILLANCE

### **CHAPERONES AND CLEARANCES**

The School District's Volunteer Policy requires all Chaperones to be board approved and prior to board approval, submit to the district for review and verification their Act 34, Act 114 and Act 151 clearances. There is a Panther Valley School District Verification form that may be used in lieu of the Act 114: FBI Fingerprinting Clearance, if a registrant has lived in the state of Pennsylvania for 10 years or more and has not been convicted of any offense as specified in Section 6344 of the Pennsylvania School Code. Each clearance must not be dated more than one (1) year prior to the date of submission.

### **COMPUTER USE AND INTERNET USE POLICY**

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for Policy 815 - ACCEPTABLE USE OF INTERNET

### **DETENTION**

Students may be assigned after school detention by the principal or designee. It is the responsibility of the parent or guardian to provide transportation home from detention. Failure to attend detention may result in additional disciplinary action.

### **DRESS AND GROOMING**

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for Policy 221 – DRESS AND GROOMING for the most current regulations as it relates to dress and grooming.

### **DRUGS AND ALCOHOL**

Use of any drugs and/or alcohol on school property is prohibited and disciplinary action will be used for any violations. For more information please see [www.panthervalley.org](http://www.panthervalley.org) for DRUGS AND ALCOHOL - Policy 227

### **ELECTRONIC DEVICES, CELL/MOBILE PHONES, & OTHER ITEMS**

To avoid interruptions to the instructional program, it is the policy of the Panther Valley School District that no cell phones or other electronic devices shall be brought into the school building, on the school bus, or on class field trips unless they have been approved as part of a class assignment. The school will **NOT** accept responsibility for the loss of personal property. If such items are brought to school and used, they may be taken and kept in the school office until parents come to claim them.

If reasonable suspicion exists to believe that the cell phone or electronic device was used in the commission of a crime, as defined in the Pennsylvania Crimes Code, then the device shall be confiscated by the School District and the police department notified of the incident in order to conduct an investigation. The cell phone or electronic device may be subject to seizure by the police department as evidence of the commission of a crime and the device will not be returned to the student until such time as the police have completed their investigation and/or advised the school district, in writing, that the device was either not used in the commission of a crime or that it will no longer be needed for the investigation.

**Students who engage in using the camera and video application or any electronic device during the school day on school property will be subject to the following:**

1. Possible 10 day Out-of-School Suspension
2. An alternative placement if investigation reveals a crime has been committed

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for Policy 237 - ELECTRONIC DEVICES



**ENGLISH AS A SECOND LANGUAGE**  
**Chapter 4 ESOL (effective January 16, 1999)**

Every school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards under School Code 4.12. ESL students will participate in the regular content classes to the level of their English proficiency. Adaptations and modifications will be made by the mainstream teacher with consultation or direction by the ESL teacher. The ESL teacher will provide pull out services as warranted by time and building constraints.

**FIRE, TORNADO, AND EMERGENCY DRILLS**

School law requires every school to 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.

**HAZING POLICY 247 REVISED**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For more information please see [www.panthervalley.org](http://www.panthervalley.org) for HAZING - Policy 247

**HOMELESS STUDENT PROCEDURES**

When contact is received by the District's Homeless Liaison from the Homeless Children's Coordinator, school, shelter, etc., the following procedures will be followed:

1. The District Liaison will facilitate the student's immediate enrollment in school;
  - a. Contact the school administration/tech. dept. to list student as Homeless;
  - b. Contact parent/shelter to discuss services;
  - c. Arrange for transportation;
  - d. Arrange for Title I, and all educational services (special ed., vo. tech, etc.);
  - e. Provide free breakfast/lunch;
2. When necessary, contact Regional Homeless Coordinator to determine if others services are required, i.e., medical, vouchers for clothing, food/supplies, housing, etc.
3. Complete administrative responsibilities:
  - a. Include student information on District Homeless list;
  - b. Submit student listing with District Liaison's signature to Food Service Liaison and Federal Programs Coordinator;
  - c. Provide annual training to school personnel and review District policy on all aspects of homeless identification, services, procedures, etc.
  - d. Submit monthly reports to the Regional Homeless Coordinator as well as annual reports as needed.

**HOMEWORK**

The Board of Education has adopted a policy that requires that homework assignments complement school instruction; develop student responsibility, good study habits and organizational skills. In addition, the Board wants homework to provide practice to reinforce skills taught by the teacher, broaden a child's scope of interest; provide parent and child interaction and allow parents to see the results of a child's day at school. Failure to do homework may result in an incomplete or failing grade and/or disciplinary action.

## MEDICAL INFORMATION

Emergencies, Illnesses, Medicine Dispensing Rules & Form

### MEDICAL EMERGENCY OR ILLNESS IN SCHOOL

The welfare of your child is the first consideration of school authorities. When in the case of serious medical emergency or illness the school is unable to contact a parent, guardian or authorized physician immediately, the school may call an ambulance or make whatever arrangements seem necessary without involving the school in any financial obligation. In case of a less serious emergency, the school will contact the parents at home or at work at once.

**It is your responsibility** to make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time when you are away from home. Please assist us by:

1. Providing transportation home or to the doctor's office, if necessary.
2. Designating a neighbor or relative to care for your child in their home until you can be reached.
3. Arranging for a person to care for your child when parents or guardians work or are routinely away from home when it is necessary for the school to send the child home due to illness.
4. Filling out **ALL ITEMS** on the emergency card and returning it promptly to your child's teacher.

### COMMUNICABLE DISEASE

The period of time a child should remain out of school is at the discretion of the physician. It is suggested the child remain home until the danger of a secondary infection (ear infection, respiratory complications, etc.) is past.

The following communicable diseases are those which warrant remaining out of school for a prescribed period of time: COVID-19, measles, German measles (Rubella), chicken pox, mumps, whooping cough, scarlet fever and aids.

### PRESENCE OF LICE AND NITS

According to the Center for Disease Control, head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Upon returning to school after being identified as having live lice, the student and/or parent must report to the nurse to be checked and show proof of a medically recognized treatment, e.g., the box from the item used). If the student still has live lice, the student will be sent home. Should this condition continue to occur, the parent/guardian will be obliged to personally return the child to school to have the nurse check the condition of the student and/or attend a meeting.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as ‘casings’.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

## IMMUNIZATIONS

The Pennsylvania Department of Health issued revised regulations to update the requirements for school immunization, effective with the 2017-2018 school year. The revisions to the regulations include the following:

1. Revised list of immunizations required for school admittance and attendance (located on the district website), including changes to the requirements for some vaccines/immunity and a new requirement for administration of meningococcal conjugate vaccine for entrance into 12th grade.

The biggest changes will be:

If a child has insufficient immunizations upon the start of the school year, the provisional time period for completion of the shots that in the past was 8 months has now been changed to 5 days.

If there is spacing of shots that will not allow for the series of shots to be completed within the 5 day provisional, they must produce a **MEDICAL CERTIFICATE** on or before the 5th day that schedules the remaining doses.

Two doses of meningitis vaccine will be required for all students' grades 7-12 with the first dose given 11-15 years of age and a second dose at age 16 or upon entry into 12th grade.

One additional dose of Tdap (tetanus, diphtheria, acellular pertussis) given during grades 7-12.

2. Changes to provisional admittance - a student may no longer be provisionally admitted for any amount of time if they do not have a vaccine for which only a single dose is required, and at least one dose of a multiple dose vaccine series. If a student has received at least one dose of a multiple dose vaccine series by the first day of attendance that school year, the school administrator or administrator's designee (which could be the school nurse) may provisionally admit the child when one of the following occurs:

- a. The child will receive the final dose within five school days of the first day of attendance. The parent/guardian must provide proof of immunization on or before the fifth school day.
- b. The child will receive the next scheduled dose in a series within five school days of the first day of attendance. The parent/guardian must provide a medical certificate on or before the fifth school day scheduling the additional required doses.
- c. When the next dose is not medically appropriate during the five school days following the first day of attendance, the parent/guardian must provide a medical certificate on or before the fifth school day scheduling the additional required doses.

The immunizations must be completed in accordance with the requirements of a medical certificate that is signed by the physician, certified registered nurse practitioner, physician assistant or local health department and details the plan to bring the student's immunizations up-to-date (PA Dept. of Health has issued a [medical certificate](#)). The medical certificate must be reviewed at least every 30 days by the school administrator or designee. If, upon review, the requirements are not met, the school administrator or designee will exclude the student from school.

3. The regulations did not change the provisions for exemptions for medical and religious reasons, but additional exceptions were added to the immunization requirements for homeless students, and for foster care students and transfer students who have specific requirements. An exception was also added for the Secretary of Health to issue temporary waivers in cases of vaccine shortages or where a disaster impacts the ability for transfer students to provide their records.

Policy 203 was updated to provide definitions for Certificate of Immunization and Medical Certificate, to clarify the documentation school entities are required to keep on file regarding immunizations for students. The language on provisional admittance was revised to clarify that students may only be provisionally admitted after beginning a multiple dose vaccine series and submitting proof of immunization or the medical certificate on or before the fifth school day of attendance. Additional language was added to address the exceptions and special provisions for homeless students, foster care students and students transferring into a school within the Commonwealth.

Please refer to Policy 203

## **RULES FOR TAKING REQUIRED MEDICATION IN SCHOOL**

The State Board of Nurse Examiners has ruled that it is not within the permissible scope of nursing practice for a school nurse to administer medications, including patent medicines, to school children without specific orders from a licensed physician or dentist.

In accordance with this ruling, the school nurses in the Panther Valley School District will administer medications to students during school hours under the following conditions:

- 1) A district form, "Authorization For Medication During School Hours", is to be completed by the physician or dentist specifying the name of the medication, dosage, and time it is to be given. It **MUST** accompany the medication.
- 2) This form is available through the school nurse's office.
- 3) This form **MUST BE** signed by the parent/guardian. The medication is to be brought to the nurse's office.
- 4) The medication should be in a properly labeled container with the student's name, name of the medication and time to be given during school hours.

All of the above requirements must be met or the medication will not be administered



# PANTHER VALLEY SCHOOL DISTRICT



| <b>Superintendent's Office</b> | <b>Business Office</b> | <b>Jr.-Sr. High School</b> | <b>Intermediate School</b> | <b>Elementary School</b> |
|--------------------------------|------------------------|----------------------------|----------------------------|--------------------------|
| 1 Panther Way                  | 1 Panther Way          | 912 Coal Region Way        | 678 Panther Pride Drive    | 1 North Mermon Avenue    |
| Lansford PA 18232              | Lansford PA 18232      | Lansford PA 18232          | Lansford PA 18232          | Nesquehoning PA 18240    |
| (570) 645-4248                 | (570) 645-3176         | (570) 645-2171             | (570) 645-2175             | (570) 669-9411           |
| Fax: (570) 645-6232            | Fax: (570) 645-3036    | Fax: (570) 645-2507        | Fax: (570) 645-9723        | Fax: (570) 669-6043      |

Dear Parent/Guardian:

The State Board of Nurse Examiners has ruled that it is not within the permissible scope of the nursing practice for a school nurse to administer medication, including patent medications, to school children without specific orders from a licensed physician or dentist.

In accordance with this ruling, the school nurses in the Panther Valley School District will administer medications to students during school hours under the following conditions:

- A. A note signed by the physician or dentist specifying the name of the medication, dosage to be given, and the time it is to be given, must accompany the medication.
- B. The medication must be brought to the nurse's office in each respective building in the original prescription container, properly labeled by a registered pharmacist, as required by law.
- C. Parents or guardians must sign the consent for medication form.

All of the above requirements must be met or the medication will not be administered in the school. Self-administration of inhalers/EpiPens will be permitted provided that a written order from the physician is obtained along with signed parental permission (see attached form). We strongly recommend that children age 11 and under continue to receive and store their medication with the school nurse.

The Panther Valley School District advocates that the responsibility for transport of medications to and from school lies with the parent or guardian. The district will not accept responsibility for the mishandling of medication while transported by a student.

Sincerely,

David McAndrew, Jr.  
Superintendent of Schools

## PARENT CUSTODY GUIDELINES

The responsibilities of the school and the rights of parents in educational matters involving separation or dissolution of a marriage shall take into consideration the following broad guidelines.

1. Separated or divorced parents are advised of **their obligation to officially inform the school** of their status in terms of the custody of the child and to rights of either parent regarding access to the child and responsibility for the child's education. This includes, but is not limited to, any custody agreement, as well as **any changes that occur** within the agreement.
2. Where the court has awarded "legal custody", the right to make educational decisions for the child resides with the custodial parent. Involvement in the child's educational process by a non-custodial parent should be subject to the custodial parent's approval or some provision set by the custody agreement.
3. In the absence of a court directive fixing custody, the parent who has actual physical possession and control of the child would be responsible for the child's attendance at school and thus make the decisions affecting the child's education.
4. Although the school **may** permit access of the child to the non-custodial parent, they **are not obligated to do so**. Through the proper exercise of their in loco parentis responsibility, the school authorities may deny access in any case where the child's education, health and welfare might be placed in jeopardy.
5. **Non-custodial parents shall not be allowed to take the child off school premises** without the explicit consent of the custodial parent unless a valid and specific visitation schedule is on file in the office.
6. In the matter of school records, both parents have the right-of access to all information relating to their child's education unless there is a court document specifically prohibiting it. Report cards, progress reports and other educational information routinely provided to the custodial parent by the school may also be sent to the non-custodial parent upon written request. The written request must state the name and address of the person making the request, their relationship to the student and specifically list the information requested. It takes approximately ten working days for the information to be collected. **REQUESTS MUST BE RENEWED EVERY NEW SCHOOL YEAR.**
7. Contact by the non-custodial parent with school staff may be permitted under the same conditions as it is offered to the custodial parent. In the case of the noncustodial parent, it *should* be understood that such contacts are for informational purposes only and should not involve educational decision making unless explicitly approved by the custodial parent.

## PARENT-TEACHER CONFERENCES

All Panther Valley Schools hold their Fall Conferences in November. Dates are listed on the current Panther Valley School District calendar page found earlier in this publication. Students will follow the early dismissal schedule.

## REPORT CARD INFORMATION

The school year is divided into four marking periods.

### POTENTIAL FAILURE NOTICES

### END OF NINE WEEK MARKING PERIOD

|               |                    |                  |
|---------------|--------------------|------------------|
| First Period  | September 28, 2021 | October 31, 2022 |
| Second Period | December 5, 2021   | January 17, 2023 |
| Third Period  | February 22, 2022  | March 23, 2022   |
| Fourth Period | May 2, 2022        | June 5, 2022     |

A teacher may still place a failure or incomplete grade on a student's report card without the potential failure notification, if the student suddenly changed his/her classroom study behavior.

## SCHOOL VISITORS

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for SCHOOL VISITORS - Policy 907

## SPECIAL EDUCATION

### CHILD FIND NOTICE FOR 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. Intellectual Disability
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 which 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, please contact the Supervisor of Special Education, Greg Kosciolk, at (570) 645-0386.

### SPECIAL EDUCATION PROGRAMS FOR SPECIAL NEEDS CHILDREN

The 14 Member School Districts of the Carbon Lehigh Intermediate Unit #21 Provide Special Education Programs for Special Needs Children

Allentown School District  
Catasauqua Area School District  
East Penn School District  
Jim Thorpe Area School District  
Lehigh Area School District  
Northern Lehigh School District  
Northwestern Lehigh District

Palmerton Area School District  
Panther Valley School District  
Parkland School District  
Salisbury Township School District  
Southern Lehigh School District  
Weatherly Area School District  
Whitehall-Coplay School District

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The School Districts listed above, either directly or through various other education agencies including CLIU #21 provide special education services which may be required by children with special needs.

Types of Programs and services are:

- (1) **Academic Support**
  - (a) **Gifted Support** for exceptional students identified as mentally gifted. The focus is to provide instruction beyond the regular curriculum.
  - (b) **Learning Support** or **Resource Room** for exceptional students whose primary identified need is academic learning.
- (2) **Life Skill Support**

For exceptional students where the focus is primarily on the needs of students for independent living as well as general daily living skills.
- (3) **Emotional Support**

For exceptional students whose primary identified need is for emotional support. The focus is primarily on behavior management.
- (4) **Sensory Support**
  - (a) **Deaf or Hearing Impaired** for exceptional students who are deaf or hearing impaired.
  - (b) **Blind or Visually Impaired** for exceptional students who are blind or visually impaired.
- (5) **Speech and Language Support**

For exceptional students who are speech and language impaired.
- (6) **Physical Support**

For exceptional students where the program is modified primarily to meet the need of physically disabled students.
- (7) **Autistic Support**

For exceptional students who are autistic. The focus is primarily to develop daily living skills.
- (8) **Multi-handicapped Support**

For exceptional students who are multi-handicapped. The focus is on daily living, self-help, and independent living.
- (9) **Screening**

Kindergarten screening activities include a review of informal social and health history, developmental areas, Functional vision and hearing, and speech and language. Kindergarten screenings are held during the spring at the school district.

Parents who wish to request screening and evaluation for their child may do so by contacting the principal or counselor in their child's school building.

Questions regarding services for special needs children can be addressed to:

Panther Valley School District / Greg Kosciolk  
(570) 645-0386

### **PRESCHOOL CHILDREN WITH SPECIAL NEEDS**

Parents who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself should phone CLIU #21, which offers Project Connect, a preschool program for children with special needs. Project Connect can provide information, screening, evaluation, programs, therapy, parent involvement, and referral to community agencies at no cost to the parent. For further information contact the CLIU #21 at 1-800-223-4821 or 610-799-4111.

### **NONPUBLIC SCHOOL / PRIVATE SCHOOLS**

Duties owed to students with disabilities enrolled in private schools by their parents are limited to child find activities and a genuine offer of a Free Appropriate Program of Education (FAPE) from the school district of residence. Students unilaterally enrolled in private schools by their parents have a right to participate in services, however, no private school child with a disability is entitled to any particular service or to any amount of service. (300.455(2))



**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 Junior-Senior High School.

### **SECTION 504 PARENT NOTICE**

In compliance with state and federal law, the Panther Valley School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity 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 protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the Special Education Director at 570-645-0386.

### **STANDARDS – ACADEMIC STANDARDS-BASED INSTRUCTION**

The state of Pennsylvania adopted academic standards for Language Arts, Math, Science, Social Studies, Physical Education and the Arts and Humanities. These standards identify what a student should know and be able to do at each grade level. The Panther Valley School District designed its local curriculum and instruction to ensure that students meet or exceed the state's expectations. The elementary teachers continuously develop professionally in the area of academic standards. Each teacher is required to develop his/her daily lesson from the district's curriculum guide in each subject area.

For more information please see [www.panthervalley.org](http://www.panthervalley.org) for ACADEMIC STANDARDS - Policy 102

### **STATEMENT OF NON-DISCRIMINATION**

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 David McAndrew., Superintendent at the Panther Valley School District Office, located at 1 Panther Way, Lansford, PA 18232 or phone (570) 645-4248.

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

A specially trained team of staff members is available to offer assistance to students. The 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 principal's office.

### **STUDENT CONDUCT POLICY AND PHILOSOPHY**

The problem of maintaining effective discipline in the school is seen to be a joint responsibility of all persons who come in contact with students. Primarily it is recognized that teachers and building principals carry the bulk of the responsibility for doing everything within their capability to affect good discipline to their classes and throughout the building wherever they happen to be. This assumes that teachers will take the responsibility to act on student misbehavior even when it involves

students who are not assigned to them directly and even when it takes place in a location other than in the teacher's own classroom. The building principal, utilizing a process which involves school staff members, is responsible for establishing the specific rules and regulations of the school within the framework of district policy that will foster good behavior on the part of students. When the principal is involved in a problem regarding student misbehavior, he/she is obliged to keep the teacher or other employees who referred the problem to him/her well informed of the status of the matter and of any actions taken.

The following conditions are favorable to the development of good school discipline: It is the responsibility of the home to:

- Assume the primary responsibility for the discipline of the child.
- Be aware of the child's responsibilities and obligations in the school as well as in the community and establish home conditions which are favorable to this success in school.
- Recognize that school personnel must necessarily concern themselves primarily with group training and group behavior.
- Cooperate with school authorities and participate in conferences regarding the behavior, health and/or academic progress of their children. Parents are responsible for the willful misbehavior of their children, in conformance with provisions of the statutes of Pennsylvania.

It is the expectation of each student to:

- Be honest and ethical.
- Avoid use of obscene-vulgar language or actions.
- Refrain from loud distracting conversations and horseplay.
- Report to class on time, prepared to work.
- Exhibit appropriate classroom conduct within limits of established rules.
- Treat others with courtesy, dignity and respect.
- Express opinions in a respectful manner so as to not offend or hurt others.
- Demonstrate proper grooming and hygiene in accordance with our dress and grooming policy.
- Comply with rules and regulations for student behavior and conduct themselves in accord with them.
- Cooperate with school staff in matters relating to health, safety, and welfare of the school community and the protection of school property.
- Assist the school staff in operating a safe and clean school for all students and staff.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, except when excused, and to be on time to all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.

It is the expectation of each professional staff member to:

- Consistently enforce all existing school policies.
- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based on fair and impartial treatment of all students.
- Set standards in their classes that reflect a district-wide attitude of high standards of achievement.
- Inform all students what is required of them whenever they enter the classroom.

In order to implement our policy on Student Conduct, the Panther Valley School District Board of Directors has adopted the following policies as an instrument to bring about a positive educational climate in our school. These rules reflect the rights of individuals set forth in the United States Constitution, the Pennsylvania State Constitution, the State Board of Education's mandated regulations, Panther Valley School District policies and recent court decisions.

Each school has its own Positive Behavior Support policy to be sent home at the beginning of the school year.

### **STUDENT RECORDS**

Your counselors/administrators observe the state regulations and recommendations that govern information about you in your student record file. Basic information such as name, age, sex, grades, attendance, and standard achievement test scores will be available to prospective employers, college admission officers, and other responsible persons upon your parent's written

request. Other test scores and school records are maintained confidentially and will only be released upon special written request of the student or his/her parent or guardian. If you want further information about how your records are maintained, see our counselor.

### **TOBACCO USE**

Tobacco usage, including vapes, is prohibited on school grounds and disciplinary action will be used for any violations. For more information please see [www.panthervalley.org](http://www.panthervalley.org) for TOBACCO USE -Policy 222

### **WEAPONS**

Possession of any weapons, as outlined in the school board policy, on school property is prohibited. Disciplinary action will be used for any violations. For more information please see [www.panthervalley.org](http://www.panthervalley.org) for WEAPONS - Policy 218

## **ELEMENTARY SCHOOL SECTION**

### **ARRIVAL & DISMISSAL**

#### **Drop-Off / Walkers**

For those students who are assigned to be walkers and are being dropped off from a car in the morning, you may arrive between 8:15-8:30 a.m. Do not arrive before 8:15. We use a car drop-off line in the front parking lot. There will be staff present to direct you. It is important that your child or children be prepared to exit the car upon arrival. Please avoid long goodbyes and completing any activities in the drop-off line. Please follow the directions of staff to let your child out of the car so we can keep the line moving. We need to have 3-5 cars exit at a time and can't allow everyone to drop-off at the front of the line. If possible, children should exit out the driver's side of the car. If they exit out the passenger side, they should cross in front of their own car. It is important that you remain attentive and stay off of your cell phone when in the drop off area. These students will enter the building through the main doors.

If you choose to walk your child into the building, you must find legal street parking near the building. There is no parking in the front parking lot. Make sure to use approved cross walks if you are crossing the road. You may have your child enter the main doors or the doors to the right of the cafeteria. No pets or smoking are permitted on school property.

For students who are walkers, dismissal will take place in the front parking lot of the building. There is no parking in the front lot after 2:30 p.m. You must find legal street parking. We will dismiss one grade at a time, starting with 3rd grade at 2:50 p.m. All students will be dismissed by 3:00 p.m. Kindergarten students must have an adult present to be dismissed. They are not permitted to walk home alone. Please use approved cross walks. No pets or smoking are permitted on school property.

#### **Bus Students**

Students who ride the bus should arrive at the bus stop 5-10 minutes before the assigned pick-up time. A parent must remain at the bus stop with the child until the bus leaves. Children should not be at bus stops unsupervised. The person picking a child up at the bus stop in the afternoon must arrive 5-10 minutes before the assigned drop-off time. A parent or guardian MUST be present to pick up a kindergarten child and it is HIGHLY RECOMMENDED they be present to pick up a 1st grade child as well. Students who are not picked up will be brought back to the bus garage at the High School or to the Elementary School and you will be responsible for picking them up.

### **CHANGES TO DISMISSAL FOR STUDENTS**

Due to the complexity of dismissing students, we ask that you refrain from making changes to how your child dismisses unless it is an absolute emergency. NO CHANGES TO DISMISSAL will be permitted after 2:00 p.m. each day. The best way to make a change to dismissal is by sending in a written note in the morning. Please note students MAY NOT ride buses they are not assigned to because of limited seating on the buses. Please DO NOT leave changes to dismissal on school voicemail, as they may not be listened to before dismissal. Also, please don't e-mail or send a message to the teacher, as they may not see it before the end of the day.

### **PICKING UP STUDENTS EARLY OR ARRIVING LATE**

If you know in advance your child needs to leave school early on a particular day, we ask that you send in a written note that day to let us know. The time they are being picked up and the person who is picking up the child should be listed on the note. That person must bring a photo ID with them. No child will be released without verification from a custodial parent in writing that the child is to be picked up by any other party, even if they are an emergency contact. Please allow yourself enough time to sign your child out and to get to your appointment (at least 5-10 minutes). If your child is sent home sick, the person picking the child up should bring a photo ID as well. If a child arrives after 8:30 a.m., the person bringing the child to school must sign the child into school. When picking up students or calling the office, please be patient and respectful. We have two secretaries who serve 650 students. If the phone is not answered when you call, please wait 5 minutes and then try again.

### **EARLY DISMISSAL (PVES)**

Early dismissal for the Elementary School will be at 12:15 p.m. Lunch will be served. The same dismissal procedures should be followed, with dismissal beginning at 12:05 p.m.

### **PARENT-TEACHER CONFERENCES (PVES)**

Our parent teacher conferences will be held on 11/9/2022, 11/10/2022, and 11/11/2022. Students will follow the early dismissal schedule.

### **ELEMENTARY REPORT CARDS AND GRADES**

All students will receive four report cards. The Panther Valley School District uses a computer system called Sapphire to produce report cards, schedules, and attendance records.

In grades 1-3, students receive a traditional grade (A-F) in Math. Students will be rated as Advanced (exceeding grade level standards), Proficient (meeting grade level standards), Basic (below grade level standards), or Below Basic (well below grade level standards) in the area of English Language Arts. Information will also be provided in both subjects about whether or not students are meeting particular skill expectations. Students receive competency based grading in special area classes, respectful behaviors, and learning behaviors. Kindergarten students will receive quarterly skill reports from a program called ESGI, in place of a report card.

### **STUDENT OF THE MONTH AWARDS**

Each month, every classroom teacher may select one candidate for this award. The student must meet the criteria outlined below:

1. Attendance will be no more than three (3) absences in the month.
2. Working to the best of his/her ability.
3. Exemplary behavior in the classroom, cafeteria, library, lavatory and on the playground.
4. No tardiness.
5. Completion of homework in all subjects.
6. Get along with others. Acts responsibly.
7. Has not received the award in the same school year.

Each student from each class will receive a certificate of achievement and a pencil. This selection process is solely at the discretion and expertise of each teacher. The teacher's decision is final. Awards will be presented for every month that school is in session with the exception of August and June.

## TITLE I PROGRAMS

Panther Valley Elementary School receives funding for a school-wide Title I program. A school-wide program allows us to offer reading services to students who are achieving below grade level in reading. There are two Title I teachers at the elementary school. Teachers recommend students to receive support in reading based on assessment scores and classroom observations. These services may take place inside and outside of the classroom. Students' progress will be closely monitored. It is a fluid program, which means students may enter and exit the program throughout the year. You will be notified if your child is receiving direct support and notified if direct support is being discontinued.

Parent/Caretaker engagement is an important process of the Title I program. The Title I teachers will hold family nights and information sessions throughout the school year. In addition, parents/caretakers are invited to participate in the development of a Title I compact.

Should you feel that your child may be in need of services through our Title I program you may call the school and speak with the Title I coordinator or the school principal.

## PVES COOL CATS - PBIS

The PVES Cool Cats program is a school-wide positive behavior support program. The program teaches students what it means to be safe, respectful, and responsible throughout the school building and in the community. Each grade level has a behavior matrix that outlines the behavior expectations at that grade level. Students will be explicitly taught how to demonstrate these expectations in each setting throughout the school year. We ask that parents review these expectations at home as well.

Those students who demonstrate what it means to be a Cool Cat during the school day will receive a golden ticket. These tickets can be collected and traded in for tangible prizes, e.g., pencils, small toys or non-tangible prizes, e.g., lunch with the principal at our school store. Students will visit the school store monthly. Students should keep their tickets in school so they are not misplaced.

Students are also able to be recognized as the Cool Cat of the Month by their classroom teacher. This monthly award is given to the student who has shown exceptional behavior throughout the month OR to the student who has shown a great improvement in their behavior over that month. The student is recognized by the principal in front of their classroom and receives a certificate.

One student per day is recognized as the Cool Cat of the Day. This student is chosen at random by a teacher who is given a Cool Cat of the Day form. The student that is recognized will have their name announced over the PA, they will be given a certificate of recognition, and their parent or guardian will get a phone call from the principal.

Each month, a Cool Cats Celebration will be held. This will give students an opportunity to participate in an extra recess, a fun activity in the gym, or some other type of celebration. All students, except those who have a major referral in the month, will be eligible to participate in the celebration.

Children, just like adults, make mistakes from time to time. When a student does not follow the behavioral expectations, he/she may receive a behavior referral. In response to the behavior, the teacher/staff member will offer re-teaching of the appropriate behavior and the student may receive a consequence. Parent-home communication is the best intervention for addressing behavior challenges. We appreciate you supporting our efforts to maintain a safe school environment for all students.

### Minor Behavior Referral

A minor referral is handled by the teacher or staff member present at the time. As a result of this referral, the student may receive a consequence that is carried out by the referring teacher or staff member. It will also include re-teaching of a particular behavior or the student will be asked to participate in some type of restitution, e.g., apologizing. The parent will receive a form documenting this incident from the teacher. A child who has more than 3 minor behavior referrals in a marking period will receive a major behavior referral.

Minor behavior infractions include:

| <b>Behavior</b>      | <b>Definition</b>  |
|----------------------|--|
| Dress Code Violation | Student is out of dress code after initial dress code form was completed and phone call was made home. |

|   |   |
|---|---|
| Disrespect to Others                      | Student engages in brief or low-intensity failure to respond to adult requests or demonstrates low level rude behaviors that impact others. This includes the first instance of stealing. |
| Disruption after Reminders                | Student engages in low-intensity, but inappropriate disruption such as yelling, calling out, out of seat.   |
| Dress Code Violation (After One Reminder) | Student is out of dress code after teacher has made one previous phone call to discuss a dress code violation. Focus is on student's wearing jeans/sweats and/or a non-collared shirt.    |
| Inappropriate/Rude Language               | Student engages in low intensity and unkind language towards another peer and/or uses curse words.  |
| Minor Physical Contact/Horseplay          | Student engages in non-serious and low intensity physical contact, such as pushing, shoving, kicking, and/or rough play or invasion of other's personal space.                            |
| Misuse of School Property                 | Student engages in low-intensity misuse of property (school or others' property) or shows intent to damage property.  |
| Stealing                                  | Student steals from teacher or another student.   |

Consequences for minor behavior referrals may include:

- Conference with the teacher about expectations
- Individualized instruction and modeling of behavior with the teacher
- Seat change in the classroom or other modifications to decrease behavior
- Loss of recess in the classroom or on the stairs outside (1 day)
- Loss of classroom privilege (will be specified by teacher)
- Meet with school counselor or school psychologist to discuss behavior
- Meeting with teacher and a peer or group of peers to discuss on-going concerns
- Parent phone call or meeting

#### Major Behavior Referral

A major referral is handled by the principal. This is reserved for behaviors that significantly disrupt the learning environment and/or put students or staff at risk of harm. The principal will call the parent, discuss the incident, and describe the consequence. Any student receiving a major behavior referral will not be able to participate in that month's Cool Cat Celebration event, e.g., dance party, extra recess, etc. They will remain with a teacher or staff member during that time and go over the Cool Cat expectations.

| <b>Behavior</b>                 | <b>Definition</b>  |
|---------------------------------|--|
| Abusive Language/Verbal Threats | Verbal or written messages that include vulgarity, name calling, and/or use of threatening words in an inappropriate way directed or intended to harm others.  |
| Destruction of Property         | Student participates in activity that results in significant destruction of school property or the property of others.   |
| Excessive Defiance              | Refusal to follow directions, talking back, and/or socially inappropriate interactions that prevent the teacher from continuing instruction. Student does not respond to or respect preventative strategies used.                        |
| Excessive Disruptions           | Behavior causing an interruption to a class or activity. This includes loud and sustained talking, yelling, and frequent out of seat behavior that disrupts others. Student does not respond to or respect preventative strategies used. |
| Physical Aggression             | Student engages in serious and inappropriate physical contact with another (hitting, punching, slapping) with the <b>intent of purposefully injuring or harming the other person.</b>  |
| Repeated Stealing               | Student is in possession of having something that belongs to someone else. Student has been written up prior for stealing other's belongings.  |

|                                 |  |
|---------------------------------|--|
| Repeated Dress Code Infractions | Student continues to be out of dress code, despite multiple phone calls home from the teacher and at least one previous minor behavior referral about the dress code violation has been submitted. Focus is on student's wearing jeans/sweats and/or a non-collared shirt. |
|---------------------------------|--|

Consequences for major behavior referrals may include consequences outlined under minor behavior referrals and one or more of the items below:

- Recess detention (1-5 days depending on the severity of behavior and past incidents)
- Lunch detention (1-5 days depending on the severity of behavior and past incidents)
- Required parent conference (see note below)
- Time-out in the office
- After-school detention (Grade 3)
- Out of school suspension

**Required Parent Conference:** In the event that there are reoccurring instances of the same behavior, after multiple disciplinary write-ups, a student will be withheld from privileges, e.g., recess or lunch in the cafeteria until a parent schedules a meeting with the administration to discuss the behavior and a plan to decrease future instances of the behavior. Formal notification will be sent home with the student and mailed home if this situation arises. It is the requirement of the parent to call and speak with the principal to schedule this mandatory conference. Meetings are available between the hours of 9:15 a.m. and 2:00 p.m., per principal availability. Privileges will not be restored until an in-person meeting is held.

Major Behavior Referrals Outlined in School Board Policies

Please note that a major referral that violates a school board policy is subject to additional consequences, as outlined in the Panther Valley School District Board Policies. These consequences may include expulsion from school. Those behaviors would include the following:

|   |   |
|---|---|
| Repeated and On-Going Bullying/Harassment | Student delivers ongoing, frequent disrespectful message to another person that includes threats/intimidation, obscene gestures or notes over a long period of time. This could include negative comments based on demographics, e.g., race, gender, etc. |
| Fighting or Assault                       | Actions involving serious and purposeful physical contact (fist fighting, throwing items at adults, etc.) and there is injury to a staff member or peer.  |
| Weapon                                    | Student possesses a weapon that presents a danger to others or uses a common item, e.g., pencil with the intention to hurt others.  |

**TOYS, STUFFED ANIMALS, ETC.**

Students should leave all personal belongings, including toys, electronic devices, Pokémon cards, stuffed animals, dolls, balls, action figures, and other items at home. These items are distracting to the learning environment and can become a distraction on the bus. In addition, these items can often become lost or stolen. If a student brings an item to school, he/she will be required to keep that item in the backpack for the entirety of the school day. Teachers will inform parents if the student is asked to bring in a particular item for show and tell or other school activity. If students repeatedly continue to bring items to school items will be confiscated and only be returned when a parent picks them up.

**RECESS**

Weather permitting students will go outside for recess. Students should wear sneakers every day to school. If a student is not wearing sneakers, they will not be permitted to use the playground. If a student is demonstrating unsafe behavior during recess, the staff may ask students to sit on the steps for the remainder of recess. If misbehavior continues, they will be brought inside and a discipline referral will be written.

## **INTERMEDIATE SCHOOL SECTION**

### **ARRIVAL**

Students **should not** arrive at school prior to the start time of 8:15 A.M. A grab and go breakfast will be available in the lobby for pick-up.

### **PARENT DROP OFF AND PICK UP PROCEDURES**

All parent drop off and pick up at dismissal time will be done through the designated parking area in the parking lot. These students will enter the building and dismiss through the cafeteria doors with the supervision of staff. Students will remain in the vehicle until staff is present to escort them into the building at drop-off time of 8:15 A.M. At dismissal, parent pick up students will report to the cafeteria and be dismissed by staff to the same parking area.

### **DEMERIT SYSTEM / ACADEMIC ELIGIBILITY**

It is our goal as educators to help our students be academically successful as well as good citizens through promoting appropriate behavior. In an effort to justify student exclusion from reward activities, which may occur during the school day, the following demerit system and academic eligibility will be used in the Intermediate School.

Activities affected by this system may include, but are not limited to movies, talent show, Black Gold and White Day, or field trips. 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.

We also acknowledge that our students are young and will make poor choices. We will include a merit system where students can earn back demerits after a period with no referrals.

#### **Demerit Structure**

Loss of Privilege / Lunch Detention ~ 1 Demerit  
After School Detention ~ 2 Demerits  
ISS – 1 day ~ 3 Demerits  
ISS – 2 days ~ 4 Demerits  
ISS – 3 days ~ 5 Demerits  
OSS – 1 to 3 days ~ 5 Demerits  
OSS – 4 to 6 days ~ 10 Demerits  
OSS – 7 to 10 days ~ 15 Demerits

#### **Academic Eligibility**

Any student failing 2 or more subjects at any time during the year could be held back from an activity.

#### **Demerit Eligibility**

1st Marking Period – accumulation of 4 demerits will result in loss of privileges.  
2nd Marking Period – accumulation of 4 demerits in the marking period or a total of 8 for the year.  
3rd Marking Period – accumulation of 4 demerits in the marking period or a total of 12 for the year.  
4th Marking Period – accumulation of 4 demerits in the marking period or a total of 16 for the year.

#### **Exclusion Procedure**

Every Friday at 1 pm a demerit report and an academic report will be printed. A child deemed ineligible, based on academics or demerits, will not participate in any activity for the following week. Field trips guidelines, including attendance and discipline, will be presented at the start of the school year.



## **FIELD TRIP ELIGIBILITY GUIDELINES**

Each grade level will have the opportunity to attend a class field trip at the end of the year. The following guidelines will be in effect for participation in the class trips....

- \*Students must be eligible to be promoted to the next grade-level.
- \*Students must not have missed more than 18 days of school.
- \*Students must have earned fewer than 16 demerits within the school year and/or fewer than 4 demerits in the fourth quarter.

Specific dates will be provided by each grade level for attainment of these requirements once trips have been scheduled.

## **PARENT-TEACHER CONFERENCES**

Parent Teacher Conferences will be held on 11/9/2022, 11/10/2022, and 11/11/2022. At any time during the school year you would like to meet with your child's teachers, please contact the guidance office and a meeting will be set up.

## **TITLE I PROGRAMS**

Panther Valley Intermediate School receives funding for a school-wide Title I program. A school-wide program allows us to offer reading services to students who are achieving below grade level in reading. There are two Title I teachers at the intermediate school. Teachers recommend students to receive support in reading based on assessment scores and classroom observations. These services may take place inside and outside of the classroom. Students' progress will be closely monitored. It is a fluid program, which means students may enter and exit the program throughout the year. You will be notified if your child is receiving direct support and notified if direct support is being discontinued.

Parent/Caretaker engagement is an important process of the Title I program. The Title I teachers will hold family nights and information sessions throughout the school year. In addition, parents/caretakers are invited to participate in the development of a Title I compact.

Should you feel that your child may be in need of services through our Title I program you may call the school and speak with the Title I coordinator or the school principal.

## **PVIS SCHOOL-WIDE POSITIVE BEHAVIOR SYSTEM**

The school-wide positive behavior support is a behavior reinforcement system implemented in our school to promote a positive learning environment. The program is based on student expectations, acknowledgement of student behavior and a reward system that appeals to learners of all ages.

### **Behavior Expectations**

PVIS students **PURR** with Pride:

- P**repared to learn – being organized, focused and having the appropriate supplies
- U**nified – working together toward a common goal
- R**espectful – being considerate of yourself, others and their property
- R**esponsible – making good decisions for yourself and be accountable for the choices you make

These expectations expand to the classroom and non-classroom settings, including the bus, hallway, bathrooms and cafeteria.

### **Parent's Role**

- \*Know the behavior expectations in all areas of the school environment
- \*Model and reinforce PURR in the home setting
- \*Participate in celebrating the positive behavior success of your child
- \*Encourage and motivate your child to strive for positive experiences every school day
- \*Communicate with the school when there are questions about your child's behavior

**“Paw” Tickets for Good Behavior**

Students receive “Paw” tickets for demonstrating good behavior during the school day. These tickets can be used at the school store or during our quarterly raffles. The following activities are also tied into our PBS system....

Activity Days – Students select their top choices of activities from a list and are assigned to that group for the first half of the year. Groups then switch for the second half of the year. Activities include groups such as movies, reading, sports, arts/crafts, computers, Harry Potter, board games, and community service.

Charity Event – Each year Panther Valley Intermediate School supports one or more charities through an event.

Student of the Month – Each month three students, one from each grade level, are selected as Student of the Month. Students receive a certificate and gift card to Walmart.

**Behavior Referrals**

The following is a list of examples of behaviors in which the students will receive a warning / loss of privilege such as lunch detention or loss of recess. Once a student has acquired three “warnings”, a minor offense will be issued through the disciplinarian/principal.

- \* Dress Code Infractions: Focused on expectation of collared shirt and Docker style pants
- \* Gum Chewing
- \* Out of assigned seat
- \* Unprepared for class/failure to complete homework
- \* Late to class
- \* Lunch Room Behavior: Cutting in line, switching seats, yelling, out of seat, throwing food
- \* Prolonged lavatory use

**Minor and Major Offense List and Associated Disciplinary Options**

**Minor Offenses**

| <b><u>Behavior Problems</u></b>              | <b><u>Definitions</u></b>   |
|--|---|
| <b>Inappropriate Language/Gestures/Notes</b> | Student engages in low intensity instance of inappropriate language, volume and /or gestures. Such as swearing, name calling, or use of words or notes in an inappropriate way towards staff or peers in a non-threatening way. |
| <b>Physical Contact / Horseplay</b>          | Student engages in non-serious, but inappropriate physical contact. Such as physically touching another student or throwing objects.  |
| <b>Defiance /Disrespect / Non Compliance</b> | Student engages in brief / low intensity / non- threatening failure to follow school rules or respond to adult requests. Including talking back and / or not following staff directions.  |
| <b>Disruption</b>                            | Student engages in low-intensity, but inappropriately disruptive behavior. Such as calling out repeatedly and / or talking during instruction, or writing on self or others.  |
| <b>Dress Code Violations</b>                 | Student wears clothing that is not within the dress code guidelines defined by the school district.   |
| <b>Technology Violation</b>                  | Student engages in non – serious, but inappropriate (as defined by school) use of any electronic device.  |
| <b>Tardy</b>                                 | Student is tardy to class or in an undesignated area without permission or pass.  |
| <b>Property Misuse</b>                       | Student engages in low intensity misuse of property (school or others’ property) or shows intent to damage property.  |

## Major Offenses

| <u>Behaviors Problems</u>                                    | <u>Definitions</u>   |
|--|--|
| <b>Abusive Language / Gestures / Notes</b>                   | Verbal messages and / or gestures that include swearing, name calling or use of words or notes in an inappropriate way that is threatening and / or aggressive to other students or staff  |
| <b>Bomb Threat / False Alarm</b>                             | Student delivers a message of possible explosive materials being on campus, near campus, and /or pending explosion or terrorist threats  |
| <b>Use / Possession of Combustibles</b>                      | Student is in possession of substances / objects which are readily capable of causing bodily harm and /or property damage. Including aerosols, perfumes and sprays.  |
| <b>Defiance, Disrespect, Insubordination, Non Compliance</b> | Refusal to follow directions, talking back and/ or socially rude interactions toward another student or staff that is in a threatening or aggressive manner.   |
| <b>Fighting / Physical Aggression</b>                        | Actions involving serious physical contact where injury may occur. Such as hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.   |
| <b>Forgery / Theft</b>                                       | Student is in possession of or having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.   |
| <b>Harassment / Bullying</b>                                 | Student delivers disrespectful messages (verbal or by gestures) to another person that includes, but not limited to: threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include comments based on race, religion, gender, age and / or national origin; sustained or intense verbal attacks. |
| <b>Inappropriate Display of Affection</b>                    | Student engages in inappropriate verbal / physical gestures /contact, of a sexual nature to another student / adult, consensual or non-consensual.   |
| <b>Lying / Cheating</b>                                      | Student delivers message that is untrue and / or deliberately violates rules in an effort to aid or abet self or another individual.   |
| <b>Property Damage / Vandalism</b>                           | Student participates in an activity that results in destruction of or disfigurement of property.   |
| <b>Technology Violation</b>                                  | Student engages in serious and inappropriate (as defined by school) use of electronic equipment. Violation of Acceptable Use Policy.   |
| <b>Use / Possession of Drugs or Alcohol</b>                  | Student is in possession of or is using non-permissible drugs, alcohol or imitations and / or paraphernalia.   |
| <b>Use / Possession of Tobacco</b>                           | Student is in possession of or is using tobacco. This includes a vape or Juul.   |
| <b>Use / Possession of Weapons</b>                           | Student is in possession of knives, guns (real or look-alike), or other objects readily capable of causing bodily harm.  |

### Disciplinary Options

1. Notification of Parents
2. Special Assignment
3. Loss of Privileges
4. Detention
5. Appropriate Manual Labor
6. ISS – number of days dependent on severity of situation
7. OSS – number of days dependent on severity of situation
8. Counseling
9. Citation Issued
10. Payment of damages
11. Police Notification
12. Restrictive Pass
13. Alternative Educational Placement

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

## SCHOOL BUS CONDUCT

Bus transportation to and from school is a privilege extended to the students at Panther Valley. Discipline must be maintained on school busses for the safety of all students. The following disciplinary options will be used for bus misconduct...

1.Warning Letter 2.Parent Notification 3.Detention 4.Bus Suspension (1-5 Days - depending on infraction and past referrals) 5.Loss of bus privileges for the year

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

## JUNIOR-SENIOR HIGH SCHOOL SECTION

### ARRIVAL & DISMISSAL

#### PLEASE ADHERE TO THE CAMPUS SPEED LIMIT OF 15 MILES PER HOUR

To help ensure a safe and orderly arrival and dismissal procedure a new traffic pattern has been created for the Panther Valley Junior-Senior High School. The parking area directly in front of the Junior-Senior High School building will only be used for handicapped accessibility and visitor(s) parking. Only office staff may park in the top parking lot, all staff need to park in the middle parking lot. All other traffic entering the campus will be directed to the left as to avoid interference with through traffic of buses and pedestrians. All traffic leaving the campus will continue to the left to the lower lot and exit at the main entrance.

**School Buses:** School begins with the first period every day at 7:20 A.M. at Panther Valley Junior-Senior High School. Students will begin arriving at school at 7:15 A.M. and will depart their buses, enter the building and report to their lockers and homerooms. All Teachers will arrive at school by 7:05A.M., be in their homerooms by 7:20 A.M. and ready to greet students as they enter their classrooms. Bus drop-off for students in grades 7 through 12 will be at the front entrance of the building. All students must be in their homeroom by 7:20 A.M.

**Parent Drop-Off:** Any student being dropped off by a parent/guardian must enter the campus and proceed to the drop-off area located to the right as you enter the middle (faculty) parking area. Students are to be dropped off at the sidewalk area and use cross-walk to the main entrance of the building. All students using the parent drop-off must enter through the main entrance. Departing cars must proceed to the end of the lot, stop, turn left, and exit to the main entrance via the lower (student) parking lot. **NO STUDENT SHOULD BE DROPPED OFF ON A REGULAR SCHOOL DAY BEFORE 7:15 AM.**

### OFFICE VISITS BY STUDENTS

Office Visits: No student is permitted to request to come to the office without a legitimate reason. If a student requests to see a counselor, disciplinarian or the building principal the classroom teacher must first call ahead to check on their availability. If the requested party is not able to see the student then the student will be called at a later time. It is at the teacher's discretion if they feel the request is urgent. If the teacher feels the matter is urgent and needs to be addressed immediately the teacher will then call ahead and notify the office staff that there is an urgent matter that requires immediate attention.

### COURSE EXAMINATIONS

Students at the Senior High Level (Grades 9-12) must take part in Mid-Term and Final Examinations. Examinations are comprehensive and support rigorous course work in all areas of the curriculum. No student is exempt from taking mid-term examinations. A modified schedule will be in place during examination periods. Only Seniors that have demonstrated mastery of a given course by achieving an average of ninety-three (93) or higher after three (3) marking periods, and not falling below an eighty-eight (88) average during the fourth marking period will qualify for a final exam exemption. Seniors will be notified during the eighth (8th) week of the fourth quarter of their exemption status.

## DRIVING / PARKING

Driving to school is a privilege and thus students should maintain good conduct and attendance in order to allow this privilege to continue. **Students who drive to school and are late more than three times per marking quarter will have their driving privileges suspended for the remainder of that quarter.** Students are to park in the lower parking lot. Students will be required to complete a permit application from the office during the first two weeks of school or for those students getting their license during the school year, they are asked to complete a form on the first day of parking on school grounds. The permit must be displayed on the back of the vehicle in order to be identified.

*Note: Cars parked on school property are subject to search at the discretion of the Administration. The District reserves the right to search vehicles which are on school property which are owned by or are in the possession or control of the students, to discover or confiscate any prohibited materials, where there is reasonable suspicion that a substance or object is present which is illegal, contraband, or which poses a threat to the health, welfare or safety of the school community.*

## ELECTRONIC DEVICES

In addition to the ELECTRONIC DEVICES-Policy 237, no headphones or earbuds are permitted to be worn during the school day, without staff approval. It is necessary that students be able to hear clearly within the school setting. Students who are wearing headphones and earbuds are distracted and not able to hear announcements or directions necessary for a safe, orderly learning environment. Students who violate headphone and earbud rules will have them taken and will only be returned to their parents. Repeated violations will lead to progressive discipline.

## EXTRA-CURRICULAR ACTIVITIES (ALL- INCLUDING SPORTS)

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

## SENIOR STUDENT WORK COOPERATIVE (WORK CO-OP)

Only Seniors in good standing will be permitted to request and apply for a work co-op. The Work Cooperative program is designed to allow students who are in good standing and gainfully employed to request early dismissal to report to work. The Work Cooperative program is coordinated through the Panther Valley Junior-Senior High School guidance office. Participation in the Work Cooperative Program is dependent upon the terms and conditions set forth between the school and the student's employer. Both the student and the employer must show proof of employment and sign the Student Work Cooperative Agreement. Counselors will review each request before approval is granted. Any student or employer that abuses any of the terms and conditions of the agreement will have their work cooperative revoked and the student will be returned to a full course schedule at the school.

## GRADUATION

***ANY STUDENT NOT ATTENDING GRADUATION PRACTICE WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY. ANY STUDENT NOT RECEIVING A DIPLOMA WILL NOT BE PERMITTED TO PARTICIPATE IN COMMENCEMENT EXERCISES. Please do not ask for an exception. The following are the minimum requirements for graduation:***

- 4 credits in English – one credit each year
- 4 credits in Mathematics – one credit each year
- 3 credits in Science
- 3 credits in Social Studies
- .5 Economics
- 2 credits in Arts/Humanities
- 1 credit in Physical Education
- .5 credits in Health
- 1 credit in Computer Technology
- .5 Personal Finance
- 7 credits in Electives/Career Pathways

Each student must accumulate a minimum of 26 credits in order to earn a diploma.

## **HALLWAY PASS SYSTEM**

No student is permitted in the halls or out of their assigned area without a pass. Teachers will be issued color-coded hall passes to be used in each of their classrooms. Passes will be for the Lavatory, Nurses Office, Locker, and High School Office. Students will need to get permission from their classroom teacher to leave the room. Students must sign a sign-out sheet in order to leave the room. The sign-out sheet must include the date and time out of the room. When they sign out they will be issued the appropriate pass displayed in a lanyard. The student must wear the lanyard around their neck so that the pass is displayed. When the student returns to the room they must sign in and return the pass and lanyard to the teacher. If a student is late to class, please notify the office immediately.

## **LOCKERS / ATHLETIC BAG STORAGE**

Lockers are assigned to high school students at the beginning of the school year. A locker and lock will be issued to each student at the beginning of each school year. No other locks will be permitted and if they are in use will be removed. Replacement locks must be purchased for \$5.00 from the school district. Lockers remain the property of the school district and students should have no expectations of complete privacy when using a locker.

Lockers are subject to search at any time by school officials who may conduct random, periodic safety searches. The school administration may also request a Police canine unit to conduct random searches to detect illegal substances on school property. Items found in lockers that are prohibited, dangerous and/or illegal (drugs, tobacco, and weapons) to the student/others will be immediately confiscated and legal/ disciplinary action taken. Students must keep their lockers clean and free of any stickers and/or sticky, adhesive materials to display art work. Food, candy, and/or drinks should not be stored in the lockers unless they are secured in a container designed for food storage. Improperly kept food items can become unsanitary, draw insects (especially ants) and cause environmental problems (mold). Any locker malfunction, or locker damage should be reported to the office immediately.

Athletic bags used to store athletic equipment may be stored in bag racks located at the back of the main hallway in the Junior-Senior High School. Athletic equipment considered too large to be stored in a school locker should be stored in the equipment racks. Equipment bags will be locked each morning after homeroom day and opened at the end of the regular school day. Students are not to use athletic racks as a second locker. Equipment racks are designed to help us keep a neat, clean, and orderly school. Therefore, no student should place their equipment bags outside of the racks or on the floor.

## **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.

## **OFFICERS**

### **CLASS OFFICER OR STUDENT COUNCIL OFFICER**

Any student wishing to participate as a class officer, student council member or other academic leadership role, must maintain a B average (83). The faculty advisor to any leadership club is responsible to check the averages of any student seeking office and/or participation in that office

## **PARENT PICK UP OF STUDENTS**

Parents should park in the visitor's parking lot when visiting the school, even if only very briefly to pick up a student.

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

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 to compete in or attend any extracurricular activities for that day. Tardy is one hour late after the start of the school day. Exception: Excused by doctor's appointment. Professional documentation is required. Any

student missing five illegal days or more 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. Exception: A written medical excuse for a prolonged illness or medical treatment, or participation in any officially sanctioned national or international academic or athletic competition(s)/event(s).

### **Academics**

Any student failing a combination of two credits 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 credits during the previous week or marking period, except as provided in Article IX, Section 5. **The preliminary list will be run at 8AM on Thursday of each week and the final list will be run on Monday at 8AM of each week. It is the coach's responsibility to inform student athletes of their ineligibility.** \*Article IX, Section 5: Use of final credit at the end of the school year. At the end of the school year, the student's final grades in his/her credits 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.

### **Attendance eligibility**

A student who is absent on a school day, goes home sick, or does not have pre-approval from the administration, 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 or more of In-School (ISS) or Out-Of-School Suspensions (OSS) 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 of eligibility.

## **HONOR'S CARD**

The Honor Card is a way to recognize and reward the achievement of those Panther Valley's High School Juniors and Seniors who demonstrate educational growth and excellence, who show school involvement and who have a strong work ethic.

Students do not apply for the Honor Card, rather, they are invited into the Program. At the end of each marking period, each Student's GPA, attendance data and disciplinary records will be reviewed by the Honor Card Advisor. Students will be notified if they qualify for the Honor Card for that Semester. Students will have the opportunity to:

1. Utilize the Student Lounge (currently the Library/ STEAM room) during assigned study halls;
2. Utilize the Student Lounge (currently the Library/ STEAM room) during assigned lunch period;
3. Go outside of the school building (but remain on campus) during study hall periods;
4. Go outside of the school building (but remain on campus) during lunch periods;
5. Additional entitlements may be added as approved.

## **HONOR'S LUNCHEON**

The Honor's Luncheon is for students in grades 7-12 who demonstrate excellence in academics. At the end of the first 3 quarters, students who receive honor roll or distinguished honors will be invited, via invitation, to a special luncheon in the library/steam room. This is a way to honor students' academic achievement. Students will not have to bring lunch to school, but if they choose to, they are still welcome to come and join their classmates during their scheduled lunch period.

## **PVJSHS SCHOOL-WIDE POSITIVE BEHAVIOR SYSTEM**

The JSHS will implement the school-wide positive behavior support system in both the Junior and Senior High School. The system is designed to target and reinforce positive behavior and to incorporate a creative learning environment in both of the schools. Our goal is to create a social culture that will encourage positive behavior and social interactions with peers in a safe environment where students can grow and achieve success. Students will have expectations of their behavior and with that we will see behaviors appropriate with school settings as we provide reminders along the way.

### **Student Behavior Expectations**

**PVJSHS students represent:**

**Positivity at all times**  
**Volunteer to help**  
**Prepared for school**  
**Respect others**  
**Inspire others to be their best**  
**Determination to succeed**  
**Establish good habits**

These expectations expand to the classroom and non-classroom settings, including the bus, hallway, bathrooms and cafeteria.

### **Parent's Role**

- ❖ Educate yourself about SWPBS
- ❖ Communicate with your child the expectations of their behavior in and out of school
- ❖ Support your child and celebrate their successes
- ❖ Build a positive relationship between the family and the school
- ❖ Increase positivity and determination for the child and family
- ❖ Communicate with staff about your child's behavior.

### **Good Behavior Rewards for the JSHS Students**

**Celebratory Events-** For the JR High, throughout the year, each month there will be an activity to celebrate their positive behaviors. Ex. Dances, Friday Fun day, outside activities.

**Student of the Month** – Each grade will have a student of the month who we will honor for their accomplishments. Students will receive a certificate of achievement.

**Raffle-** Students who miss no more than three days in a quarter will receive a chance to be in a raffle for a \$50 gift card.

### **Behavior Write-Ups**

- \* Dress Code Infractions: Jeans excessively ripped\* Slides\* Crop tops\* Sweatshirts hoods or hats on during the day
- \* Unprepared for class \* Late to class
- \* Lunchroom Behavior: Switching seats, yelling, out of seat, throwing food\* fights
- \* Prolonged lavatory use\* using the HS bathroom when in the JR High



**Disciplinary Offenses**

**Minor Offenses**

| <b><u>Behavior Problems</u></b>              | <b><u>Definitions</u></b>  |
|--|--|
| <b>Inappropriate Language/Gestures/Notes</b> | Students engage in low intensity instances of inappropriate language, volume and /or gestures. Such as swearing, name calling, or use of words or notes in an inappropriate way towards staff or peers in a non-threatening way. |
| <b>Physical Contact / Horseplay</b>          | Students engage in non-serious, but inappropriate physical contact. Such as physically touching another student or throwing objects.   |
| <b>Defiance /Disrespect / Non Compliance</b> | Students engage in brief / low intensity / non- threatening failure to follow school rules or respond to adult requests. Including talking back and / or not following staff directions.   |
| <b>Disruption</b>                            | Students engage in low-intensity, but inappropriately disruptive behavior. Such as calling out repeatedly and / or talking during instruction, or writing on self or others.   |
| <b>Dress Code Violations</b>                 | Students wear clothing that is not within the dress code guidelines defined by the school district.  |
| <b>Technology Violation</b>                  | Students engage in non – serious, but inappropriate (as defined by school) use of any electronic device.   |
| <b>Tardy</b>                                 | Students are tardy to class or in an undesignated area without permission or pass.   |
| <b>Property Misuse</b>                       | Students engage in low intensity misuse of property (school or others' property) or show intent to damage property.  |

**Major Offenses**

| <b><u>Behavior Problems</u></b>                              | <b><u>Definitions</u></b>   |
|--|---|
| <b>Abusive Language / Gestures / Notes</b>                   | Verbal messages and / or gestures that include swearing, name calling or use of words or notes in an inappropriate way that is threatening and / or aggressive to other students or staff |
| <b>Bomb Threat / False Alarm</b>                             | Student delivers a message of possible explosive materials being on campus, near campus, and /or pending explosion or terrorist threats   |
| <b>Use / Possession of Combustibles</b>                      | Students are in possession of substances / objects which are readily capable of causing bodily harm and /or property damage. Including aerosols, perfumes and sprays.                     |
| <b>Defiance, Disrespect, Insubordination, Non-Compliance</b> | Refusal to follow directions, talking back and/ or socially rude interactions toward another student or staff that is in a threatening or aggressive manner.                              |
| <b>Fighting / Physical Aggression</b>                        | Actions involving serious physical contact where injury may occur. Such as hitting, punching, hitting with an object, kicking, hair pulling, scratching etc.                              |
| <b>Forgery / Theft</b>                                       | Student is in possession of or having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.                |

|   |  |
|---|--|
| <b>Harassment / Bullying</b>                | Student delivers disrespectful messages (verbal or by gestures) to another person that includes, but not limited to: threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include comments based on race, religion, gender, age and / or national origin; sustained or intense verbal attacks. |
| <b>Inappropriate Display of Affection</b>   | Student engages in inappropriate verbal / physical gestures /contact, of a sexual nature to another student / adult, consensual or non-consensual.   |
| <b>Lying / Cheating</b>                     | Student delivers a message that is untrue and / or deliberately violates rules in an effort to aid or abet self or another individual.   |
| <b>Property Damage / Vandalism</b>          | Students participate in an activity that results in destruction of or disfigurement of property.   |
| <b>Technology Violation</b>                 | Students engage in serious and inappropriate (as defined by school) use of electronic equipment. Violation of Acceptable Use Policy.   |
| <b>Use / Possession of Drugs or Alcohol</b> | Students are in possession of or are using non-permissible drugs, alcohol or imitations and / or paraphernalia.  |
| <b>Use / Possession of Tobacco</b>          | Students are in possession of or are using tobacco. This includes a vape or Juul.  |
| <b>Use / Possession of Weapons</b>          | Students are in possession of knives, guns (real or look-alike), or other objects readily capable of causing bodily harm.  |

**Disciplinary - Based on the decision of the principal and the disciplinarian.**

**SCHOOL BUS CONDUCT**

Bus transportation to and from school is a privilege extended to the students at Panther Valley. Discipline must be maintained on school buses for the safety of all students. Students can be removed from the bus and parents would have to provide transportation to and from the school if the behavior warrants.

**PENNSYLVANIA AND FEDERAL GOVERNMENT REGULATIONS**

**HARASSMENT, DISORDERLY CONDUCT, CRIMINAL MISCHIEF AND CRIMINAL TRESPASS**

While the Student's Rights and Responsibilities addresses discipline measures concerning student behavior, there are those situations where severe discipline problems involving harassment, criminal mischief, criminal trespass, disorderly conduct and related offenses will be handled under the Pennsylvania Crime Code, Title 81, Chapter 55, Sections 2709, 3304 and 5503 as well as other appropriate sections.

A decision on the involvement of the Panther Valley School District is the preferring of charges of harassment, disorderly conduct, criminal mischief or criminal trespass to be made by the administration. The person who witnesses the incident will not be the person bringing the charges. However, all school personnel who are involved in any way will give their full support and the person who witnesses the incident will appear at the hearing.

Charges of harassment, disorderly conduct, criminal mischief and criminal trespass may be brought against a student or any other individual whether on school property, at a school-related function or on school busses.

The Panther Valley School District will utilize the Pennsylvania Criminal Code and Criminal Procedure through the local magistrate court system for infractions of the Panther Valley School District discipline policies, when in the opinion of the administration, this is the most effective procedure to remedy a problem, correct an unacceptable behavior or to recover costs incurred as a result of the misbehavior of students, visitors or others covered by these policies. The initiation and continuation

of criminal proceedings may take place in addition to disciplinary procedure and actions warranted by the Panther Valley School District to problems involving students on busses, persons other than students who attempt to use school transportation improperly and students attending school-related functions.

### **CHARGES WHICH MAY BE PROCESSED THROUGH LOCAL MAGISTRATES**

The following charges shall be considered as being proper for such disciplinary procedures. These follow with definitions taken from the "Pennsylvania Criminal Code and Criminal Procedures" better known as the Pennsylvania Crime Code. While they do not represent the only offenses reportable, they provide a guide for the categories of offenses that may occur within the school setting.

#### **1. DISORDERLY CONDUCT - SECTION 5503**

**Offense Defined** - A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof he:

- Engages in fighting or threatening, or in violent or in tumultuous behavior
- Makes unreasonable noises
- Uses obscene language or makes obscene gestures
- Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

**Grading** - An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience or if he persists in disorderly conduct after reasonable warning or request to desist. Otherwise, disorderly conduct is a summary offense.

**Definition** - As used in this section, the word "public" means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, places of business or amusement or any premises which are open to the public.

#### **2. HARASSMENT - SECTION 2709**

(a) **Offense Defined** - A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:

- (1) Strikes, shoves, kicks or otherwise subjects the other person to physical contact or attempts or threatens to do the same;
- (2) Follows the other person in or about a public place or places;
- (3) Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
- (4) Communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings of caricatures;
- (5) Communicates repeatedly in an anonymous manner;
- (6) Communicates repeatedly at extremely inconvenient hours; or
- (7) Communicates repeatedly in a manner other than specified in paragraphs 4, 5 & 6.

(b) (Repealed.)

(b1) Venue. -

(1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.

(1) Acts indicating a course of conduct which occur in more than one jurisdiction may be used by other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

(c) Grading. -

(1) An offense under subsection (a)(1), (2) or (3) shall constitute a summary offense.

(2)(i) An offense under subsection (a)(4), (5), (6) or (7) shall constitute a misdemeanor of the third degree.

### **3. CRIMINAL TRESPASS - SECTION 3503**

**Building and Occupied Structures** - A person commits an offense if knowing that he is not licensed or privileged to do so, he enters or gains entrance by subterfuge or surreptitiously remains in any building or occupied portion thereof.

**Defiant Trespasser** - A person commits an offense if knowing that he is not licensed or privileged to do so, he enters or remains in any place as to which notice against trespass is given by:

- Actual communication to the actor
- Posting in a manner prescribed by law or reasonably likely to come to the attention of intruders
- Fencing or other enclosure manifestly designed to exclude intruders

An offense under this subsection constitutes a misdemeanor of the third degree if the offender defies an order to leave personally communicated to him by the owner of the premises or other authorized person. Otherwise, it is a summary offense.

### **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.

## **NOTIFICATIONS AND STATEMENTS**

### **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 A.M. to 3:00 P.M.) 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 Surveillances and the Three Year Re-Inspections of all buildings in the district in total compliance with the federal and state mandates.

### **NOTICE OF PEST MANAGEMENT**

Dear Parent(s) or Guardian:

The Panther Valley School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible.

(Applications will be made only after normal school hours) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Scott Fisher, IPM Coordinator at 570-657-0049.