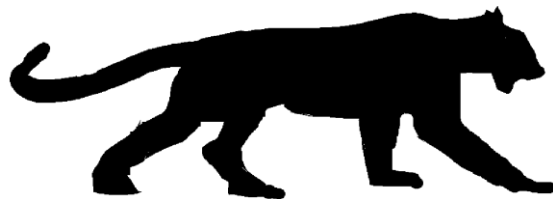




2017-2018
Student/Parent/Guardian Handbook



Panther Valley School District

1 Panther Way Lansford PA 18232

570-645-4248 Phone

570-645-6232 Fax

www.panthervalley.org

*"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,

A handwritten signature in black ink, appearing to read "Dennis R. Kergick, Sr.", with a stylized flourish at the end.

Dennis R. Kergick, Sr.
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 2017-2018

President – Wayne Gryzik
Vice-President – Keith Krapf
Secretary – Rene DeMelfi
Treasurer – Irene Genther

Member – Joseph Faenza
Member – Dan Heaney
Member – Chris Kerestes
Member – Gary Porembo

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.

PVSD ADMINISTRATION

Administration Office

Mr. Dennis R. Kergick, Sr., Superintendent
Mr. Ken Marx, Business Manager
Mrs. Janet Fisher, Technology Coordinator
Mr. George “Smokey” Krajnak, Building and Grounds
Mrs. Sandra Michalik, Director of Special Education
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

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

PANTHER VALLEY 2017-2018 SCHOOL CALENDAR

22– New Teacher Meetings 23, 24 – In-Service 25 – Teachers Do NOT report 28 – Students' First Day Student Days – 4 Teacher Days – 6	<table><tr><th colspan="7">August 2017</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	August 2017							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			<table><tr><th colspan="7">February 2018</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr></table>	February 2018							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				16, 19 – President's Holiday (2/16 – Snow make up day for any snow day used by 1/31/18) (Tentative) Student Days – 18 Teacher Days – 18							
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9 – Teacher In-Service (County-Wide) Student Days – 21 Teacher Days – 22	<table><tr><th colspan="7">October 2017</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	October 2017							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					<table><tr><th colspan="7">April 2018</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	April 2018							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 – Spring Holiday Student Days – 20 Teacher Days – 20							
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Month	Teacher Days	Student Days
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September	20	20
October	22	21
November	19	19
December	15	15
January	21	21
February	18	18
March	20	20
April	20	20
May	22	22
June	3	3
Total	186	183

2017-2018 SCHOOL DISTRICT CALENDAR NOTES

1) Student Days = 183 Teacher Days = 186 2) Act 80 Days September 13, 2017, March 2, 2018 & May 4, 2018

3) The district reserves the right to use school holidays on February 16, 2018 and March 29, 2018 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 1, 2, 3

Last day of School for Students - Jr/Sr HS 11:00 AM; Intermediate 11:30 AM; Elementary 12:00 PM

BREAKDOWN OF 2017 – 2018 CALENDAR

August 22	Tuesday	New Teacher Meetings
August 23	Wednesday	First Day for Teachers (In-Service Day)
August 24	Thursday	Teacher In-Service Day
August 28	Monday	First Day for Students
September 4	Monday	Labor Day Holiday (School closed)
September 13	Wednesday	Act 80 Day
October 9	Monday	In-Service Day (County-wide program)
October 31	Tuesday	End of 1 st Marking period – 45 th day

Parent/Teacher Conferences

November 1	Wednesday	
November 2	Thursday	
November 3	Friday	
November 23, 24, 27	Thursday, Friday, Monday	Thanksgiving Holiday (School closed)
December 22 – January 1, 2018	Friday-Monday	Winter Holiday (School closed)
January 15	Monday	Martin Luther King Day (School closed)
January 17	Wednesday	End of 2 nd Marking period – 90 th day
February 16, 19	Friday, Monday	Presidents Holiday (School closed)
March 2	Friday	Act 80 Day
March 23	Friday	End of 3 rd Marking period – 135 th day
March 29, 30 April 2	Thursday, Friday, Monday	Spring Holiday (School closed)
May 4	Friday	Act 80 Day
May 28	Monday	Memorial Day (School closed)
June 5	Tuesday	Last Day for Teachers, Students

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

PV ELEMENTARY SCHOOL FACULTY & STAFF 2017-2018

Mr. Robert Palazzo, Principal

Mrs. Bales, Guidance
Mrs. Selinko, Nurse

Mrs. Altemose, Secretary
Mr. Weiss, Secretary

Kindergarten

Mrs. E. Bonner
Mrs. Diekman
Mrs. Niehoff
Ms. Stratchko
Ms. Wagner

1st Grade

Mrs. Baddick
Mrs. Buchman
Mrs. Hoffner
Ms. Krajnak
Ms. McArdle
Mrs. Wozniak

2nd Grade

Mrs. Andrews
Mrs. Clark
Mrs. Damian
Ms. Drum
Mrs. Miletto
Mrs. Wall

3rd Grade

Mr. Dillon
Mrs. Koerbler
Ms. Kusko
Mrs. Pelo
Mrs. West
Mrs. Williams

Special Education

Ms. Dixon
Mrs. Hoffman, Life Skills
Mrs. McKelvey, Psychologist
Ms. Shubeck, Behavior Specialist
Mrs. McLaughlin, Emotional Support
Ms. Forster
Mrs. Gilbert
Ms. Santey

Specialists

Mrs. Christopher-Lazar, Art
Mr. Herling, Health and Physical
Education
Mrs. Grebousky, Music

Title I

Mrs. Hadnagy
Mrs. Scarcella
Mrs. Szczecina

Speech

Mrs. Ellis
Ms. Calabrese

Para-professionals

Mrs. Pelo
Mrs. R. Bonner
Mrs. Chuma

Para-professionals

Mrs. Krajnak
Mrs. Nevenglosky
Mrs. Cullen

Para-professionals

Mrs. Romankow
Mrs. Santore
Mrs. Taras

PV INTERMEDIATE SCHOOL FACULTY & STAFF 2017-2018

Mrs. Lisa Mace, Principal

Mrs. Mary Ellen Greco, Guidance
Mrs. Kathy Inama, Nurse

Mrs. Mary Louise Gauronsky, Secretary
Mrs. Francine Willing, Secretary

4th Grade Team

Mr. Joseph Sweeney – History
Mrs. Kirsten Tout – Math
Mrs. Cheryl Romanchik – ELA
Mrs. Cecelia Enama – Science
Mrs. Melinda McArdle – Special Ed.
Mrs. Beth Duke – ELA
Mrs. Mary Beth Walker - Math
Mrs. Kim DiBonifazio - Para-professional
Mrs. Debbie Drum - Para-professional

5th Grade Team

Mrs. Melissa Wickersham – Science
Mrs. Ann Michele Houser – Math
Mrs. Ruth Conville-Math
Ms. Adrian Bumbulsky – ELA
Mrs. Cori Gates – ELA
Ms. Allison Tenaglia – Special Ed.
Mrs. Tara Yurichuck – History
Mrs. Linda Androkitis – Para-professional

6th Grade Team

Mrs. Meredith Alabovitz - Special Ed.
Ms. Nicollette Scheitrum - Special Ed
Mrs. Jacqui Morgans- Math
Mr. Rich Evanko -Geography
Mrs. Julie Gower - ELA
Mr. Robert Krzywicki - ELA
Mr. Mark Lavine – Math
Mrs. Brittany Hill – Science
Mrs. Mary Mantz – Para-professional
Mrs. Carmella Miller – Para-professional

Title I

Mrs. Pauline Romanowski

Life Skills Team

Mrs. Jackie Colancecco
Ms. Tracey Fertally - Teacher
Emotional Support
Mrs. Nicole Hajcak – Teacher

Special Areas Team

Mrs. Toni Gerhart – Computers
Mr. Joe Ogozalek – Music
Mr. Robert Thomas – Physical Education
& Health

PV JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF 2017-2018**Mr. Joseph Gunnels, Principal**

Mr. Grazio, Guidance
 Mrs. Ogozalek, Guidance
 Mrs. Kuzma, Nurse

Mrs. Black, Athletic Director
 Mr. O'Brien, Disciplinarian
 Mrs. Michalik, Special Education

Mrs. McFadden, Secretary
 Mrs. Rubin, Secretary
 Mrs. Kupetz, Special. Ed. Secretary

Faculty

Mr. Bonner, Jr.
 Mr. Bonner, Sr.
 Mrs. Boyle
 Mrs. Branchide
 Mrs. Burkett
 Mr. Christ
 Mr. Cooper
 Mr. Crampsie
 Mr. Damian
 Ms. Delazio
 Mrs. Field
 Mrs. Gardiner
 Mr. Gogal
 Mr. Hull
 Mrs. Jones
 Mr. Karnish

Faculty

Mr. Kocha
 Mrs. Kozuch
 Ms Laird
 Ms. Levis
 Mrs. Martin, G.
 Mrs. Martin, M.
 Ms. McCloskey
 Mrs. McElmoyle
 Mr. Morgans
 Maj. New
 Ms. Olson
 Mrs. Powell
 Mr. Reabold
 Mrs. Roberts
 Ms. Saxon
 Mrs. Schock

Faculty

Mr. Schwietzer
 Mrs. Shamey
 Mrs. Solt
 Mrs. Uher
 Mr. Wank
 Mrs. Zuber

Para-professionals

Mrs. Boner
 Mrs. Collevecchio
 Mrs. Gulla
 Mrs. Kwaak
 Mrs. Loudon
 Mrs. Lynn
 Mrs. Macalush
 Mrs. Yurick

DAILY STUDENT TIME SCHEDULE**ELEMENTARY SCHOOL (HALF- DAY KINDERGARTEN)****A.M. ARRIVE:** 8:00-8:30 A.M.**TARDY at 8:30****A.M. DISMISSAL:** 11:10 A.M.**P.M. ARRIVE:** 12:00 P.M.**TARDY at 12:15****P.M. DISMISSAL:** 2:55 P.M.

On a 2 hour delayed-start day, a modified schedule will be followed. A.M. students will dismiss at 12:15 P.M. The P.M. session will begin at 1:00 P.M.

On half- days only one session of kindergarten will attend. A schedule will be distributed in advance of those dates.

ELEMENTARY SCHOOL (TRANSITIONAL KINDERGARTEN & GRADES 1-3)**ARRIVE:** 8:00 A.M.-8:30 A.M.**TARDY at 8:30****DISMISSAL:** 2:55 P.M.

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

INTERMEDIATE SCHOOL**ARRIVE:** 8:15 A.M.**LEAVE:** 2:55 P.M.**JUNIOR/SENIOR HIGH SCHOOL**

ARRIVE: 7:15 A.M.

LEAVE: 2:10 P.M.

2017-2018 JUNIOR/SENIOR HIGH SCHOOLBELL SCHEDULE

Regular					1 Hour Delay		2 Hour Delay		Early Dismissal
	7th & 8th	9th & 10th	11th & 12th						
Teachers & Students Report	7:15	7:15	7:15		8:15		9:15		7:15
Lockers	7:15-7:23	7:15-7:23	7:15-7:23		8:15-8:23		9:15-9:23		7:15-7:23
Warning Bell	7:24	7:24	7:24		8:24		9:24		7:24
Tardy Bell	7:25	7:25	7:25		8:25		9:25		7:25
Homeroom	7:25-7:30	7:25-7:30	7:25-7:30		8:25-8:30		9:25-9:30		7:25-7:30
Period 1	7:30-8:12	7:30-8:12	7:30-8:12	1	8:30-9:08	1	9:30-10:00	1	7:30-8:10
Period 2	8:15-8:58	8:15-8:58	8:15-8:58	2	9:11-9:50	2	10:02-10:32	2	8:12-8:56
Period 3	9:01-9:44	9:01-9:44	9:01-9:44	3	9:53-10:32	3	10:34-11:03	3	8:54-9:37
Period 4	9:47-10:30	9:47-10:30	9:47-10:30	4	10:35-11:13	4	11:05-11:35	4	9:39-10:23
Lunch A	10:33-11:03			5	11:16-11:46	5	11:37-12:07	5	10:25-11:55
Period 5		10:33-11:19	10:33-11:19	6	11:49-12:19	6	12:09-12:39	6	11:57-11:27
Period 6	11:06-11:52			7	12:22-12:52	7	12:41-1:11	7	11:30-12:00
Lunch B		11:22-11:52		8	12:55-1:33	8	1:13-1:40		
Period 7			11:22-12:05	9	1:36-2:10	9	1:42-2:10		
Period 8	11:55-12:38	11:55-12:38							
Lunch C			12:08-12:38						
Period 9	12:41-1:24	12:41-1:24	12:41-1:24						
Period 10	1:27-2:10	1:27-2:10	1:27-2:10						

OFFICE HOURS

School Days

Elementary School Office – 7:45 A.M. to 3:15 P.M.

Intermediate School Office – 7:30 A.M. to 3:00 P.M.

Junior/Senior High School Office – 7:00 A.M. to 2:30 P.M.

Summer Hours

Elementary School Office – 7:30 A.M. to 1:30 P.M.

Intermediate School Office – 8:00 A.M. to 1:00 P.M.

Junior/Senior High School Office – 7:00 A.M. to 1:00 P.M.

EMERGENCY SCHOOL CLOSING

Changes in scheduled arrival and departure times, because of emergencies, will be broadcast on the following: WLSH 1410 AM, WBRE-TV Ch. 28, WNEP-TV Ch. 16, WFMZ-TV Ch. 69, BRC-TV-13

INDEX

- ACADEMIC STANDARDS-BASED INSTRUCTION, 31
- ADDRESS/TELEPHONE NUMBER CHANGES, 11
- ALMA MATER, 2
- ARRIVAL & DISMISSAL (JR/SR HIGH SCHOOL), 54
- ARRIVAL (PVIS), 53
- ARRIVAL GUIDELINES, 11
- ASBESTOS MANAGEMENT PLAN NOTIFICATION, 61
- ATTENDANCE, 36
- ATTENDANCE ENFORCEMENT ISSUES, 38
- ATTENDANCE PROCEDURES, 39
- BELL SCHEDULE (JR/SR HIGH SCHOOL), 8
- BREAKFAST PROGRAM, 11
- BULLYING, 12
- BUS CONDUCT, 13
- BUS REGULATIONS, 13
- BUS CAMERA USE, 17
- BUS CHANGES, 14
- BUS POLICY, 12
- CAFETERIA RULES AND PROCEDURES, 15
- CAMERA SURVEILLANCE, 17
- CAMERA USE NOTIFICATION, 17
- CAMERA USE ON SCHOOL PROPERTY, 17
- CHAPERONES AND CLEARANCES, 18
- CHARGES WHICH MAY BE PROCESSED THROUGH LOCAL MAGISTRATES, 59
- CHILD FIND NOTICE FOR SPECIAL EDUCATION, 44
- CLASS OFFICER (JR/SR HIGH SCHOOL), 56
- COMMUNICABLE DISEASES, 25
- COMPLAINT PROCEDURE, 24
- COMPULSORY SCHOOL ATTENDANCE, 36
- COMPUTER USE AND INTERNET USE POLICY, 18
- COURSE EXAMINATIONS (JR/SR HIGH SCHOOL), 54
- CRIMINAL TRESPASS, 60
- DAILY STUDENT TIME SCHEDULE, 7
- DEMERIT SYSTEM / ACADEMIC ELIGIBILITY (PVIS), 53
- DETENTION SCHEDULE, 19
- DISORDERLY CONDUCT - SECTION 5503, 59
- DISTRIBUTION OF LITERATURE, 19
- DRESS AND GROOMING, 19
- DRILLS – FIRE, TORNADO AND EMERGENCY, 23
- DRIVING / PARKING (JR/SR HIGH SCHOOL), 55
- DROP OFF AND PICK UP PROCEDURES (PVES), 48
- DRUGS AND ALCOHOL, 21
- EARLY DISMISSAL (ALL SCHOOLS), 21
- EARLY DISMISSAL LUNCH (PVES), 49
- EARLY DISMISSALS-
 - EMERGENCY/UNSCHEDULED, 22
- EARLY MORNING APPOINTMENTS, 38
- ELECTRONIC DEVICES (JR/SR HIGH SCHOOL), 55
- ELECTRONIC DEVICES, CELL/MOBILE PHONES, & OTHER ITEMS, 21
- ELEVATOR, 22
- EMERGENCY SCHOOL CLOSING, 8
- ENGLISH AS A SECOND LANGUAGE, 22
- EXCESSIVE TARDINESS, 39
- EXCUSED ABSENCE REASONS, 39
- EXTRA-CURRICULAR ACTIVITIES (ALL-INCLUDING SPORTS) (JR/SR HIGH SCHOOL), 55
- FACULTY & STAFF, 6
- FACULTY & STAFF (JR/SR HIGH SCHOOL), 7
- FACULTY & STAFF (PVIS), 6
- GRADES (PVES), 50
- GRADUATION (JR/SR HIGH SCHOOL), 55
- HALLWAY PASS SYSTEM (JR/SR HIGH SCHOOL), 55
- HARASSMENT, 59
- HARASSMENT, DISORDERLY CONDUCT, CRIMINAL MISCHIEF AND CRIMINAL TRESPASS, 58
- HAZING-COMPLAINT PROCEDURE, 24
- HAZING-CONSEQUENCES FOR VIOLATIONS, 24
- HAZING-DEFINITIONS AND SCOPE, 23
- HAZING-NOTIFICATION, 24
- HAZING-POLICY, 23
- HOMEWORK, 25
- Keystone Exams Testing Windows, 32

LEAVING SCHOOL, 39
 LICE AND NITS, 26
 LOCKERS / ATHLETIC BAG STORAGE (JR/SR HIGH SCHOOL), 56
 LOST AND FOUND (JR/SR HIGH SCHOOL), 56
 LUNCH CHARGES AND REFUNDS FROM ACCOUNT BALANCES, 16
 MEDICAL EMERGENCY OR ILLNESS IN SCHOOL, 25
 MEDICAL INFORMATION, 25
 MESSAGE NOTIFICATION-ALERTING SYSTEM, 11
 MODIFIED KINDERGARTEN (PVES), 49
 NON-DISCRIMINATION STATEMENT, 33
 NONPUBLIC SCHOOL/PRIVATE SCHOOLS, 46
 OFFICE HOURS, 8
 P.I.A.A. ELIGIBILITY (JR/SR HIGH SCHOOL), 57
 PANTHER VALLEY SCHOOL DISTRICT POLICIES, 58
 PARENT CUSTODY GUIDELINES, 30
 PARENT PICK UP OF STUDENTS (JR/SR HIGH SCHOOL), 57
 PARENT-TEACHER CONFERENCES (PVES), 49
 PARENT-TEACHER CONFERENCES (PVIS), 53
 PARENT-TEACHER CONFERENCES-ALL SCHOOLS, 31
 PENNSYLVANIA AND FEDERAL GOVERNMENT REGULATIONS, 58
 PEST MANAGEMENT NOTICE, 61
 PICKING UP CHILDREN AT SCHOOL, 15
 PRESCHOOL CHILDREN WITH SPECIAL NEEDS, 46
 PSSA Testing Window, 32
 READING ASSESSMENTS GUIDELINES (PVES), 50
 REPORT CARD INFORMATION (PVES), 31
 SECTION 504 PARENT NOTICE, 45
 SPECIAL EDUCATION GENERAL INFORMATION, 47
 SPECIAL NEEDS CHILDREN EDUCATION, 45
 SPIRIT DAYS (JR/SR HIGH SCHOOL), 58
 SPIRIT DAYS DRESS CODE, 35
 STANDARDIZED STUDENT ASSESSMENT-PSSA, 32
 STUDENT ASSISTANCE PROGRAM (SAP), 33
 STUDENT CONDUCT POLICY AND PHILOSOPHY, 33
 STUDENT COUNCIL OFFICER (JR/SR HIGH SCHOOL), 56
 STUDENT FOLDERS/PLANNERS, 35
 STUDENT OF THE MONTH CRITERIA (PVES), 49
 STUDENT RECORDS, 35
 SUPERINTENDENT'S MESSAGE, 2
 TAKING REQUIRED MEDICATION IN SCHOOL RULES, 27
 TAPE RECORDING, UNAUTHORIZED USE, 60
 TARDINESS, 42
 TARDINESS (JR/SR HIGH SCHOOL), 42
 TARDINESS (PVES & PVIS), 42
 TITLE I PROGRAMS (PVES), 51
 TITLE I PROGRAMS (PVIS), 53
 TOBACCO USE, 35
 TRANSPORTATION IN A HAZARDOUS ROAD CONDITION, 14
 TRUANCY CITATIONS, 43
 VIDEO CAMERA IMAGES, RETENTION OF, 18
 VIDEO SURVEILLANCE IMAGES, USE OF, 17
 VISITORS, 31
 WEAPONS, 35

SCHOOL PROCEDURES

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.

ARRIVAL AT SCHOOL

Students should not arrive at their school until the arrival time as stated in the "Daily Student Time Schedule". When the doors are opened the students should go to the cafeteria immediately, pick up breakfast and go to their homeroom to eat it. The school shall not be accountable or responsible for any child arriving at school before the stated time. In compliance with this regulation, P.M. Kindergarten students should not arrive before 12:00 P.M. (fifteen minutes prior to the starting time of 12:15 P.M.).

BREAKFAST PROGRAM

Breakfast is available for all **FULL-DAY** students, **free of charge**, from the time that students are allowed to come into their respective buildings. Available times in the cafeterias are as follows: 7:15 A.M. to 7:30 A.M. in the Jr./Sr. High School, 8:15 A.M. to 8:30 A.M. in the Intermediate School, and 8:00 A.M. to 8:30 A.M. in the Elementary School. Students should be finished eating breakfast within fifteen minutes (30 minutes for Elementary) of stated arrival time on "Daily Student Time Schedule".

BULLYING

For more information please see 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 REGULATIONS

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 bus when crossing road.
2. Remain in seat while bus is in motion.
3. Always take seat assigned by driver.
4. Be on schedule at all times.
5. Keep feet on floor of bus when seated.
6. Keep laughter, talk and noise at a low level.
7. Pushing or shoving while getting on or off 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 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 emergency door unless there is an emergency.
16. Littering inside of bus with paper or other refuse is prohibited.
17. Pupils must have written permission to leave bus at other than regular stop.
18. No pupil is permitted to ride bus unless authorized to do so.
19. Pupils are expected to follow directions of driver at all times.
20. Pupils must refrain from annoying driver.

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

SCHOOL BUS CONDUCT

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. 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.
3. 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.
4. 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.**
5. 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.
6. **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, extension 8.

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 Penn DOT 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(REN) THEN THE PARENT SHALL:

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 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.

CAFETERIA RULES AND PROCEDURES

- All lunch meals, whether brought from home or purchased in school, are to be eaten in the cafeteria.
- The food service department makes available affordable, well-balanced meals each day.
- Snacks and drinks are also available for purchase.
- Students are allowed to charge only one meal. If payment is not received, the student will not be served lunch-until the balance is paid. Students who owe money are not allowed to purchase any ala carte or other items.
- No jumping ahead in line.
- In the Elementary and Intermediate Schools each student has an assigned table and must remain at that table for the entire lunch period except to buy a snack or when excused by monitor on duty.
- Jr./Sr. High students may be assigned to a specific area in the dining area. After they have chosen a seat they are to remain there and wait to be dismissed to the serving line. Once students have been served they need to return to the table they were dismissed from and remain there for the lunch period.
- No student shall leave the cafeteria until his/her table is dismissed.
- If a student wishes to go to the lavatory, he/she must obtain permission from the monitor on duty.
- Throwing of food is strictly forbidden.
- Courtesy to fellow pupils demands that pupils should clean up food items or paper which are accidentally dropped or spilled. Leave the lunchroom and table in a neat condition.
- No food items to be taken from the cafeteria.

- Students will not yell but speak in quiet tones to students seated near them.
- Popping of bags, whistling or other unnecessary noises will not be tolerated.
- Lunch is not recess.
- Students may be assigned seats.

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

SCHOOL LUNCH CHARGES AND REFUNDS FROM ACCOUNT BALANCES

All students will be issued a lunch account PIN number.

The Panther Valley School District's Food Service Department provides parents the ability to view their child's account balance through a web site called **MySchoolBucks.com**. Registration is free. Parents have the ability to print a copy of their child's eating history report. This history report will show all dates and times the child has purchased lunch and snacks within the past thirty days.

This site is also a convenient, easy and secure on-line prepayment service to deposit money into their child's school meal account at any time. There is a nominal fee to use this service. The Panther Valley School District does not benefit from this fee. **MySchoolBucks.com** site can be viewed without using the on-line payment option. Parents can still send lunch money in an envelope to school with their child's name, grade and amount enclosed.

Parents with an existing NutriKids.com account will be redirected to the **MySchoolBucks.com** to view account information and to make prepayments. The account will continue to use the same username and password on **MySchoolBucks.com**. Children associated with the account will remain unchanged.

At the Intermediate School level (Grades 4-6), students will be permitted to charge a complete lunch to their account for one (1) day. After a student exhausts the one (1) day meal charge limit, they will NOT be allowed to charge additional meals.

At the High School level (Grades 7-12), students will be permitted to charge a complete lunch to their account for one (1) day. After a student exhausts the one (1) day meal charge limit, they will NOT be allowed to charge additional meals.

Charges will not be permitted for ala carte items or snacks.

Account Balances

Positive account balances will not be refunded at the end of the year with the exception of High School Seniors leaving the district with a balance of \$10.00 or more, or by correspondence addressed to the Food Service Director for summer refunds if the balance is \$10.00 or more. All other balances will transfer with the student's account to the next school year.

Insufficient Funds

Returned checks, NSF, Closed Accounts, etc., will have thirty (30) days to pay face value of the check and any additional bank fees. After thirty (30) days, an administrative fee of \$25.00 will be added. At the end of each month, all delinquent accounts will be turned over to the district magistrate for collection. No further checks will be accepted until the account is paid in full.

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 entranceways 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 entranceways 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 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 for Policy 815 - ACCEPTABLE USE OF INTERNET

DETENTION SCHEDULE

Elementary School – Monday through Thursday 3:00 P.M. to 4:00 P.M.

Intermediate School – Tuesday or Thursday 3:00 P.M. to 4:00 P.M.

Junior/Senior High School – Monday through Thursday 2:15 A.M. to 3:15 P.M. or until 3:25, at the discretion of Principal

DISTRIBUTION OF LITERATURE

No invitations, pamphlets, posters, flyers or literature of any kind may be distributed or posted by students on any of the Panther Valley School campuses without the direct approval of the Principal or Administration.

DRESS AND GROOMING- Policy 221 REVISED

The school district policy regarding dress and appearance emphasizes cleanliness, safety, health, modesty, and encompasses the following...

Acceptable/Permitted Bottoms

- Casual dress/corduroy pants should be straight-legged or boot cut with a fitted waist.
- Shorts and skorts must be finger tip length. (Please note shorts are only permitted at the Elementary and Intermediate School Level).
- Pants/Shorts must be sized to fit the student (not too tight or too baggy).
- Pants may not drag on the floor.
- Capri pants at or below the knee are permitted.
- Skirts and jumpers that are finger tip length or longer are permitted. Skirts must fit comfortably and be free of pockets below the hips, loops, straps and other adornments.
- Pants and skirts need to be worn at the waistline, which is defined as the top of the hip to the bottom of the ribcage.
- Dresses are permitted that meet the dress policy guidelines for tops including collars, button, and sizing. Dresses are permitted that are finger tip length or longer.

Unacceptable/Not Permitted Bottoms

- Jeans.
- Cargo/Carpenter style pants or shorts with pockets below the hips, loops, straps, elastic ankles or other comparable adornments; extra wide, extra long, baggy or sagging pants and shorts; pants with extreme bell bottoms.
- Knit pants, yoga pants, leggings or jeggings.
- Athletic attire (sweat pants, spandex pants, athletic shorts, stirrup pants, wind pants, nylon pants) may not be worn.
- Pants, shorts, with holes, tears, or frays.
- Pants, shorts, or skirts worn as to expose undergarments will be in defiance of the dress code.
- Skirts may not have any slits that extend more than two (2) inches above the knee.
- Leggings may not be worn separately as dress policy bottoms, but may be worn under dress code appropriate skirts, dresses, and jumpers.
- No camouflage.
- No shorts grades 7-12.

Acceptable/Permitted Tops

- Shirts may be long or short sleeved; pullover, golf style shirts with a collar, free of words.
- Oxford style button down shirts, or blouses with a collar.

- Sweaters (vest, cardigans, v-necks, or crew necks) with no hoods and a dress code appropriate shirt underneath.
- Crew neck sweatshirts/long sleeve shirts (without pockets or hoods) with dress code policy appropriately shirt underneath.
- Turtleneck shirts may be worn either alone or under the regulation shirt.
- All tops should be appropriately sized.
- Shirts must be worn under jumpers. It is preferred that all shirts be tucked into the pants/shorts. However, any shirt that is not tucked in may not extend more than four inches below the waist. Shirts must be buttoned to the collarbone.
- All shirts must have sleeves which cover the shoulders.
- Layering of tops is permitted as long as the outermost layer meets all dress code provisions.
- PVSD sports jerseys or approved crew neck shirt may be worn on game days or approved days over an approved dress code shirt.

Unacceptable/Not Permitted Tops

- Hooded sweatshirts are not permitted to be worn in the building during the instructional day.
- Tank tops, T-shirts, sleeveless tops, shells, Henley shirts, mesh tops, sheer tops, bare midriff or any garment that exposes the upper torso will not be permitted.
- Tops must be worn appropriately and not tied around the waist or shoulders. Shirts may not be see-through, and garments worn under the shirt should not be visible.

Acceptable/Permitted Footwear

- Footwear must be closed-toe and closed-heel. If footwear is designed to have laces, the laces must be in the footwear and tied.

Unacceptable/Not Permitted Footwear

- Flip Flops, bedroom slippers, beachwear, and footwear with lights and wheels are prohibited.
- Footwear with heels greater than one (1) inch in height is prohibited.

Accessories

- Belts are permitted.
- Neckties and scarves are permitted.
- Socks, stockings, tights, and leggings of any color, pattern or design are permitted providing they are worn under appropriate dress code bottoms.
- Students are not permitted to wear wallet chains of any length.
- Accessories/Jewelry/Piercing may only be worn in the ears; gauges in ears must be plugged.
- Accessories/Jewelry in all other pierced areas (lips, nose, brow etc) must be removed prior to entering the building.
- Jewelry and belts that could be dangerous, such as dog collars, spiked necklaces, spiked bracelets, spiked belts, or jewelry/belts that contain studs or rivets are prohibited.
- Students are not permitted to wear headgear of any type including but not limited to hats, bandanas, sweatbands, hoods, and kerchiefs. Exceptions will be made for barrettes, accessorized headbands, and religious wear.
- Sunglasses are not permitted to be worn inside the building unless documentation from a physician is provided.
- Suspenders are not permitted.
- Accessories deemed to be distracting, disruptive or offensive in nature are prohibited.

Physical Education (K-6)

- Sneakers are required to be worn on days that students attend physical education.

- Sweatpants and a Panther Valley T-shirt may be worn on days that the child is scheduled for gym.
- Students in Grade 6 will have the opportunity to change clothes for class. Specific requirements will be given by the teacher.

Additional Guidelines

- Outerwear clothing, such as jackets, coats, hats, and gloves, must be removed upon entry into the building and stored in a locker or coat area.
- ¼ zipper sweaters may be worn during the school day. Full zip sweaters, full zip sweatshirts, or hooded sweatshirts may not be worn during the school day.
- No students shall wear any apparel or jewelry that contains/portrays words, signs, pictures or any combination thereof, that promotes the illicit use of drugs or alcohol, is profane or vulgar, or is likely to lead to a substantial disruption of school.
- On school approved dress-down days, jeans or sweats are permitted along with school appropriate T-shirts. All other aspects of the dress code will be enforced on a dress-down day.

New Enrollment

Upon enrollment into the Panther Valley School District, new students will be granted a grace period of one (1) week before being required to conform to the dress code policy. Returning students previously enrolled in PVSD will not receive a grace period.

Please note that any clothing colors are acceptable, including patterns, such as stripes, polka dots, and plaid.

DRUGS AND ALCOHOL

For more information please see www.panthervalley.org for DRUGS AND ALCOHOL - Policy 227

EARLY DISMISSAL

Early dismissal, whether scheduled or unscheduled for the Elementary School and Intermediate School will be at 12:15 P.M. Lunch will be served.

On scheduled early dismissal days (half-days), such as Conference Days and Holidays, only one session of Kindergarten will be held. On some days only A.M. Kindergarten students will come to school. On alternate days only P.M. Kindergarten students will come to school. A schedule will be sent home to let parents know which particular half-day(s) their students will come to school.

On unscheduled early dismissal days, such as the ones for inclement weather, the Morning Kindergarten classes will already be in school and they will be the only Kindergarten session for the day. They will be dismissed with all other students at 12:15.

Early dismissal for the Junior / Senior High School will be at 11:30 A.M.

ELECTRONIC DEVICES, CELL/MOBILE PHONES, & OTHER ITEMS

Electronic devices, cell/mobile phones and other items are prohibited at all times.

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 for Policy 237 - ELECTRONIC DEVICES

ELEVATOR
(Intermediate and Jr./Sr. High School only)

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

EMERGENCY / UNSCHEDULED EARLY DISMISSALS

Please plan ahead and make arrangements so your child will know exactly what to do if school must dismiss early unexpectedly. "Unexpectedly" refers not only to weather situations which may be noticeable and therefore alert you to turn to the media, but also for any health reason - water shut off, etc. - prompting immediate reaction by the school to handle the situation. HAVE A PLAN & MAKE CERTAIN YOUR CHILD IS AWARE OF WHAT TO DO & WHERE TO GO WHICH MAY DIFFER FROM THEIR REGULAR SCHEDULE IF AN EMERGENCY SITUATION ARISES.

Emergency dismissals are announced on the following radio and television stations: WLSH, WMGH, WKRZ, WNEP Channel 16, WYOU-22, WBRE-28, WFMZ-69, and BRCTV-13. The district "Sapphire Notification" system is also in effect. Please be sure the office has your current telephone number to be included in the program.

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 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.

DEFINITIONS AND SCOPE

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned, shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

NOTIFICATION

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, sponsors, volunteers and district employees that hazing is prohibited, by means of:

1. distribution of written policy
2. publication in handbook
3. verbal instructions by the coach or sponsor at the start of the season or program
4. posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

COMPLAINT PROCEDURE

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

CONSEQUENCES FOR VIOLATIONS

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct. In addition to other authorized discipline, building principals shall have the authority to impose a fine of fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy. Student(s) will be notified that a fine may be imposed. Any student would have the right to representation before any fine would be imposed.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Any district employee will be subject to the progressive discipline policy of the district which could include disciplinary action up to possible dismissal. Discipline could include, but is not limited to, dismissal from the position as coach,

sponsor, or volunteer, and/or dismissal from district employment. Any parent involved in hazing would face a possible suspension from school grounds for a finite period of time and or referral for criminal prosecution. If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district. Any person who causes or participates in hazing may also be subject to criminal prosecution.

References: School Code – 24 P.S. Sec. 511 Antihazing Law – 24 P.S. Sec. 5351 et seq
Board Policy – 122, 123, 218, 233, 317, 916

For more information please see www.panthervalley.org for HAZING - Policy 247

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: measles, German measles (Rubella), chicken pox, mumps, whooping cough, scarlet fever and aids.

PRESENCE OF LICE AND NITS

Department of Health regulations (28 PA Code, Chapter 27 Communicable and Non-Communicable Diseases, Section 27.71 Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions) require that students be excluded if suspected of having live lice. They are to be readmitted to school immediately following the first treatment. A second treatment about a week after the first treatment may be advised.

Upon returning to school, the student must report to the nurse to be checked and show proof of treatment. If the condition still exists, 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. If the condition has not cleared, the student will be sent home with the parent. After 3 days, absence for this reason will be considered illegal.

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



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

Dennis R. Kergick
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 2017-2018 Panther Valley School District calendar. Students will follow the early dismissal schedule. Morning and Afternoon Kindergarten students will follow a schedule provided by their Kindergarten Teachers.

REPORT CARD INFORMATION

The school year is divided into four marking periods.

POTENTIAL FAILURE NOTICES

First Period	September 28, 2017
Second Period	December 05, 2017
Third Period	February 20, 2018
Fourth Period	May 2, 2018

END OF NINE WEEK MARKING PERIOD

October 31, 2017
January 17, 2018
March 23, 2018
June 5, 2018

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 for SCHOOL VISITORS - Policy 907

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. District Policy 102 "Academic Standards" is included in this manual.

STANDARDIZED STUDENT ASSESSMENT

The Pennsylvania State Standard Assessment (PSSA) will be administered from April 9 - May 4, 2018, for grades 3-8.

PSSA TESTING WINDOW 2017-2018

<u>Assessment</u>	<u>Dates</u>	<u>Grades</u>
English Language Arts	April 9-13, 2018	3-8
Mathematics	April 16-20, 2018	3-8
Science	April 23-27, 2018	4 and 8
Make-up	April 30-May 4, 2018	

The PSSA scoring indicators are Advanced, Proficient, Basic and Below Basic. Advanced denotes superior academic performance; Proficient reflects satisfactory academic performance; Basic reflects marginal academic performance; Below Basic reflects inadequate academic performance.

In the times of high stakes testing, it is the responsibility of the parent to play an active role in your child's education. A few daily activities to do with your child would be: discuss your child's academic performance with him/her, encourage your child to ask questions and participate in class, show interest in your child's homework and communicate with your child's teacher.

KEYSTONE EXAMS TESTING WINDOW 2017-2018

<u>Assessment</u>	<u>Dates</u>	<u>Grades</u>
Winter: Wave 1	December 4-15, 2017	9-12
Winter: Wave 2	January 8-22, 2018	9-12
Spring	May 14-25, 2018	9-12
Summer	July 30 - August 3, 2018	9-12

For more information please see 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 Dennis R. Kergick, Sr., Superintendent at the Panther Valley School District Office, located at 1 Panther Way, Lansford, PA 18232 or phone (570) 645-4248.

NO WRITTEN CODE COULD COVER ALL POSSIBLE CONTINGENCIES. THIS HANDBOOK IS MEANT ONLY AS A GUIDELINE AND MAY BE AUGMENTED OR ADAPTED BY THE PRINCIPAL WHEN IN HIS/HER JUDGEMENT THE SITUATION MERITS IT.

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 FOLDERS/PLANNERS

Each student will be provided with a student planner or folder for the school year. All students will be required to use a planner or folder, according to grade level. It should be used to record homework assignments and other pertinent information as directed by the teacher. It is an effective tool for communication between school and home. All students should have their planners or folders with them for all classes each day.

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.

SPIRIT DAYS

To promote Panther Valley school spirit we will hold Spirit Days throughout the school year, where students will be allowed to wear jeans and Panther Valley themed shirts/sweatshirts. Be advised that all other aspects of the dress code are to be followed in regards to footwear, hair, piercings, etc. Shirts and jeans must follow the same guidelines outlined in the current dress code policy. If you choose not to participate in Spirit Day, the expectation is that you will report to school in uniform.

TOBACCO USE

For more information please see www.panthervalley.org for TOBACCO USE - Policy 222

WEAPONS

For more information please see www.panthervalley.org for WEAPONS - Policy 218.1

ATTENDANCE

Regular attendance in school is of the utmost importance to ensure satisfactory course progress and awarding of credit for a particular subject. Successful completion of 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 child 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.

Among other changes, Act 138 modernizes the definitions of Section 1326 of the School Code by:

- Clarifying that a student is "habitually truant" when the student has six or more unexcused absences within a school year;
- Providing specific definitions for "school year" and "school day"; and adding a definition for a "School attendance improvement conference" to encourage school districts to take a proactive approach to unexcused absences by offering the student and their parents/ guardians an opportunity to address the underlying cause(s) of the student's absences.

Act 138 also makes changes to the intervention and penalty provisions by:

- Requiring that schools offer and hold a school attendance improvement conference before a truancy citation is filed in order to: examine the reasons for the child's absences and develop a written school attendance improvement plan. In addition to the appropriate school officials, both the child and the person in parental relation shall be invited to the conference.
- Providing schools with the discretion to refer children to a school or community based program, make a referral to children and youth services, or file citation against a parent or child depending on the age of the child.
- Enabling the courts to exercise the discretion to suspend sentences for truancy convictions and waive fines if the child is attending school in compliance with the court's plan.
- Precluding additional citations for truancy violations from being filed while a truancy proceeding is already pending.

- Organizing and clarifying the penalties for violating the compulsory attendance law. Clarifies that either fines, community service, attendance at a course or program designed to improve school attendance shall be the first penalty imposed for a violation of the compulsory attendance law.

- Permitting a child who has a summary offense conviction for violations of the compulsory school attendance requirements to have the record expunged if specified requirements are met.

Loss of driving privileges has always been an option for a child who fails to comply with a lawful sentence for a judge to use in an attempt to enforce compliance with the compulsory attendance law. Act 138 clarifies the law and ensures the restoration of driving privileges under certain circumstances and permits a child to receive an occupational limited license.

In addition, the law adds provisions addressing students with chronic health conditions who are dismissed during school hours for health-related reasons. Act 138 also requires charter and cyber charter schools to: develop attendance policies that address unexcused absences; report unexcused absences directly to the PA Department of Education annually; take steps to address unexcused absences; and, file citations for truancy directly with the appropriate court.

Overview of Policy 204

- Excused/Lawful Absences: It is important to make sure the options for excused/lawful absences, any limits, and the process for parental notification is consistent with current practice.
- Excused/Lawful Absences: For the provision on obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory, the phrase "state, commonwealth or territory" is necessary as the new provision supersedes current State Board of Education regulations, which limit the excused absence to those rendered by Commonwealth licensed practitioners, see 22 PA Code Sec. 11.23.
- Unexcused/Unlawful Absences: The parental notification language should be updated to reflect current practice.
- Enforcement of Compulsory Attendance: This process is completely new, so it will be important to review and be familiar with these new legal requirements. In order to find the appropriate judge for filing of a citation, which in most cases will be the local Magisterial District Judge, please check your local county website.
- Special Needs and Accommodations: Schools should consider the special circumstances of students who have attendance issues. This is a reminder that schools may be required to accommodate a student under other federal and state laws and regulations, or may need to consider whether to refer a student for evaluation for additional protections/services.
- Discipline: The law imposes restrictions on discipline of students for truant behavior. The policy language mirrors the law.
- Filing a Citation: The provisions of law have changed regarding the filing of additional citations for subsequent violations of compulsory school attendance requirements. *Please*

communicate the following information to individuals designated to enforce compulsory school attendance in your school entity to ensure a process that is compliant with law.

Once a citation has been filed, additional citations may not be filed for subsequent violations of compulsory school attendance if:

- A proceeding is already pending against the student or person in parental relation who resides in the same household as the student and judgment has not been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served;
- A referral for services to the local children and youth agency has not been closed; or
- A dependency petition has been filed and juvenile court still has jurisdiction.

Please refer to Policy 204: Attendance

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. If no note is presented, the absence will be considered as unexcused tardy or partial day absence.

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.

PDE has recommended procedures for school districts when responding to student absences.

The law states that a parent/guardian must send in a note within three days of the child's absence or the child will have an unlawful absence. A note explaining your child's absence may be written on any paper. You do not need the school absence form. After ten (10) days of absenteeism, your child will need a note from the doctor. **THE STUDENT MUST BE SEEN BY A DOCTOR, NO NOTES WILL BE ACCEPTED FROM A DOCTOR-STATING THAT THE STUDENT IN QUESTION WAS NOT SEEN BY A DOCTOR.** Parents/guardians will be responsible for being aware of how many days their child has been absent. A courtesy letter will be sent, however the policy will be in effect after the 10th day absent.

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.

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 which begins promptly according to the Daily Time Schedule stated in this Handbook. A student arriving after the start time 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.

LEAVING 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. If you wish to be excused early during the school day, you must present a note to the school office by in the morning of the early dismissal. The note should indicate: (1) the date and time of dismissal; (2) the reason for dismissal; (3) your parent's/guardian's signature. The secretary will then authorize the early dismissal and you should present the note to your teacher to be dismissed from that class. 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.

SCHOOL ATTENDANCE AND ABSENCE

Regular attendance is essential to success in school. Attendance records are a very important part of a student's permanent record which is kept in the office files. Business and industry examine carefully the school records of applicants for employment. Those with records of excessive absences are considered undependable and poor prospects for employment.

Parents of all students, except Afternoon Kindergarten students, do not have to call the school to report an absent student. Parents will receive a computer generated call after the teachers take attendance early in the school day. The computer will not be used to call out Afternoon Kindergarten students' parents; therefore, those parents should call the school to report a student's absence. These out-calls are made to verify that a student is safe at home. **The student is still obligated to submit an absentee note upon return to school.**

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).

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

- a) Illness
- 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 family.
- f) Educational travel must be approved in advance by the Superintendent. **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.**

Students are to bring a written excuse signed by their parent/guardian immediately following any and all absences.

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 indicate your intent by sending a notice to the classroom teacher. The child will be dismissed through the office and not from the classroom. Please adhere to this practice for the safety and welfare of your child. Parents/Guardians are required to sign the appropriate ledger in the elementary building.
- 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.

2. Excusal for Illness

- a) Pupils who become ill during the school day should see the nurse. If the nurse is unavailable, go directly to the elementary 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 elementary office immediately.
- c) Following ten absences, parents will be informed that absence is excessive and a doctor's note - the original - will be required for future absences. (Letter #1).
 - 1) 2nd Notice - Absences without doctor's notes can be accumulated to 3 illegal days. (Letter #2).
 - 2) Then any additional absence is a citation.
- d) Absences without receipt of a satisfactory excuse signed by a parent/guardian or doctor immediately following any and all absences will be illegal (Official Notice of Absence To Parents). If the child is illegal after three days or more without lawful excuse the parent/guardian will be charged before the magistrate.
- e) Excessive absence is a valid reason for a student to fail a marking period.
- f) 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.
- g) When absence is excessive, the following measures may be taken:
 - Illegal absence notification, including levying of fines.
 - Conference with parents, principal, guidance counselor, school nurse and/or truant officer.
 - After school counseling/tutoring.
 - Referral to appropriate Child Advocacy Agency.
- h) 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 charter/cyber schools **must** attend school daily until their date of acceptance. Failure to abide by this rule will result in being cited for truancy. All PVSD attendance rules apply to Charter/Cyber Schools.

TARDINESS

PV ELEMENTARY SCHOOL & PV INTERMEDIATE SCHOOL

Tardiness is excused for the following reasons:

1. Illness or injury.
2. Medical or dental appointments - Doctor/dentist excuse is required.
3. Attendance at funeral service for a family member.
4. Participation in religious instructions or observations.

Parents are expected to ensure that their children arrive on time. Unexcused 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. We feel this is an important life skill. To avoid tardiness, students must be in their homerooms by 8:30 a.m. 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.

If you arrive late to school, report to the office for a late pass and admittance to class.

Arrival Time	8:30 A.M. – 10:30 A.M.	Tardy
Arrival Time	10:31 A.M. – 11:30 A.M.	1/2 Day A.M. Absent
Arrival Time	11:31 A.M. or later	Absent Full Day
Departure Time	9:30 A.M. and earlier	Absent Full Day
Departure Time	9:30 A.M. - 1:30 P. M.	1/2 Day P.M. Absent
Departure Time	1:31 P.M. or later	Not Absent

TARDINESS

PV JUNIOR/SENIOR HIGH SCHOOL

Arrival Time	7:25 A.M. - 8:25 A.M.	Tardy
Arrival Time	8:26 A.M. - 12:40 P.M.	1/2 Day A.M. Absent
Arrival Time	12:40 P.M. or later	Absent Full Day
Departure Time	8:30 A.M. and earlier	Absent Full Day
Departure Time	8:31 A.M. - 10:50 A.M.	1/2 Day A.M. Absent
Departure Time	10:51 A.M. – 12:40 P.M.	1/2 Day P.M. Absent
Departure Time	12:40 P.M. or later	Not Absent

Unless you are in your homeroom and seated by 7:25 A.M., you will be considered late to school. If you arrive late, report directly to the office and a completed tardy slip will be given to you.

Students who report to school late after the first hour of the school day will be considered tardy and a half day absent. Only excuses received from a doctor, dentist or a parent in relation to a religious holiday will be considered a legal tardiness to school. For 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 8:25 A.M. of the school day, he/she may not attend or participate in extra-curricular activities or sporting events scheduled for that day. This will include any games, practices, clubs or organizations.

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

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. If you have any questions call the Elementary Office at 570-669-9411.

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 for ATTENDANCE – Policy 204

SPECIAL EDUCATION

CHILD FIND NOTICE FOR SPECIAL EDUCATION

Is your child having difficulty in school?
Do you think your child may have special needs?
Might your child qualify for special education services?

A comprehensive psycho-educational evaluation may help answer your questions. Does your child have a disability? Is he or she in need of specially designed instruction? If you believe that your child may be in need of a special education program, an evaluation process to assess your child's educational profile is available to you at no cost through Panther Valley School District. A special education program often involves adapting materials and modifying instruction to better meet your child's specific learning needs.

In order to request an evaluation, you will need to put your request in writing and address it to the building principal of your child's school. If you request these services, you may be asked to meet with the student support team in your child's school (or the school your child would attend in PV) to discuss your concerns. You may be asked to consider early intervening services prior to conducting a full evaluation.

An evaluation cannot be scheduled until you have signed a written notice indicating that you give your consent to proposed assessments and procedures (Permission To Evaluate). When you return the notice to school, the formal evaluation will begin. Your child will be evaluated by a team of experts trained in assessing children. A school psychologist will coordinate the educational team assembled for your child. Depending on the necessary components of the proposed evaluation, the district may contract with the Carbon Lehigh Intermediate Unit 21 for specific services. You will be a member of your child's evaluation team, as well. The team assembled for your child will ultimately decide if your child has a disability and, if so, whether specially designed instruction is in order.

After the formal evaluation has taken place and your child has been found to be eligible for special education services, an Individualized Education Plan (IEP) will be developed with your participation. The IEP will be based on your child's identified needs. The plan will also propose appropriate supports and services to meet those needs. If you wish to accept the proposed IEP, your child will receive those services within a public school setting.

If you are interested in finding out more about the special education process, please contact the Supervisor of Special Education, Sandra Michalik, at (570) 645-0386.

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.

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
Lehighon 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

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 / Mrs. Sandy Michalik (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))

SPECIAL EDUCATION

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

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

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

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

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

ELEMENTARY SCHOOL SECTION

DROP OFF PROCEDURES

Walkers

Student drop off will begin at 8:00 a.m. Parents/Caregivers dropping off their children must use the far entrance across from True Value store to enter the front driveway by the gym. Students will be dropped off at the school curb, one car at a time. A staff member will be standing on the curb to make sure your child walks safely into the school building. You should not exit your vehicle to walk your child into the school building. No parking will be allowed in the parking lot during school drop off times. It is a drop off only zone.

If you would prefer to walk your child into the building, you may park on N. Mermon Ave. or you may use one of the parking spots available across from the elementary school and use the crosswalk. Please do not drop off your child on N. Mermon Ave. Pets are not allowed on school property.

All students should enter the main entrance of the school building and report to the cafeteria. Students arriving prior to 8:15 may eat their breakfast in the cafeteria. Those arriving after 8:15 should take their breakfast to their classroom.

Bus Students

Parents/Caregivers should accompany their child to the bus stop in the morning. It is suggested you arrive 5-10 minutes prior to your child's scheduled pick-up time. There are a large amount of elementary and intermediate school students at these bus stops. There is no school supervision at bus stops. Any incidents occurring at the bus stop should be reported to both the school and your local police department. Please refrain from smoking at bus stops and bringing pets to bus stops.

Students dropped off by bus should enter the main doors and report directly to the cafeteria. They should take their breakfast and report to their classroom.

PICK UP PROCEDURES

Walkers

Parents/Caregivers should park on N. Mermon Ave. and meet their children at the end of the school day. Parents/Caregivers may not park in the front parking lot of the school at dismissal. Those parents who are meeting their children outside of the school are asked to wait behind the pole nearest to the school building. This will give staff ample space to dismiss students. Parents/Caregivers picking up a kindergarten student must meet the teacher at the door at dismissal. There will be staff at both crosswalks to ensure that students and parents can safely walk to cars parked on N. Mermon Ave. Pets are not allowed on school property at dismissal and smoking is strictly prohibited.

Bus Students

Parents/caregivers are encouraged to meet their child at the bus stop and parents/caregivers of kindergarten students **MUST** be present at the bus stop. Those students who have no one to pick them up at the bus stop will be returned to the school or the local police office. Every attempt to notify parents/caregivers of busses running late will be made, but at times it may not be possible. Please refrain from smoking at bus stops and bringing pets to bus stops.

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.

On scheduled early dismissal days, such as parent-teacher conferences, only one half-day session of Kindergarten will attend each day. A scheduled will be distributed in advance of these dates. Procedures for un-scheduled early dismissals will be shared through the parent notification system. Please be sure we have a current telephone number in the system so that you can be notified. **Kindergarten classes will alternate on early dismissal days.**

MODIFIED KINDERGARTEN

When the district is on an unexpected late start, the kindergarten students will follow a "MODIFIED KINDERGARTEN" schedule. Morning Kindergarten classes will run from 10:15 A. M. to 12:15 P.M. and Afternoon Kindergarten classes will run from 1:00 P.M. to 2:45 P.M. You will be notified of a late start by the district telephone notification system. Please be sure we have a current telephone number in the system so that you can be notified. Bus schedules will be handed out to all kindergarten students.

PARENT-TEACHER CONFERENCES (PVES)

Our parent teacher conferences will be held on 11/1/17, 11/2/17, and 11/3/17. Students will follow the early dismissal schedule. Morning and Afternoon Kindergarten students will follow a schedule provided by their Kindergarten Teachers. Kindergarten students have an additional spring conference. Those dates will be shared by the Kindergarten teachers in the spring.

STUDENT OF THE MONTH

Each month, every classroom teacher selects 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 classroom, cafeteria, library, lavatory and on the playground.
4. No tardiness.
5. Completion of homework in all subjects.
6. Gets along with others. Acts responsibly.
7. Has not received the award in the same school year.

Each student from each will receive a certificate of achievement, a pencil, and a phone call home from the principal. 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.

ELEMENTARY SCHOOL GRADES

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

Students receive traditional grades (A-F) in Reading, Language Arts, and Math. Information will also be provided about whether or not students are meeting standards-based expectations in these areas. Students receive grades of E-U in the areas of Science, Social Studies, and Special Area Classes.

ELEMENTARY SCHOOL READING ASSESSMENTS

Information about students' reading levels will also be communicated on each report card. There are three different reading assessments that may be used to determine your child's reading level. Based on these results, school staff will adjust their instruction accordingly to meet your child's needs. Below are descriptions of these assessments and the scores that would be considered on grade level.

Direct Reading Assessment (DRA)

The DRA assesses a student's fluency, accuracy, and comprehension. It provides an instructional level, which is the level where the student can read and comprehend material with support from an adult. It is a valuable tool to help select instructional materials for each student. It is administered to all students twice a year and some at-risk students throughout the year.

	1 st MP	2 nd MP	3 rd MP	4 th MP
Kindergarten	A	1	2	3-4
1 st Grade	6-8	10-12	14	16
2 nd Grade	18	20	24	28
3 rd Grade	30	34	34	38

Independent Reading Level Assessment (IRLA)/100 Book Challenge

The IRLA is the tool used to identify students' independent reading levels, which is the level of books that they can read and comprehend without teacher support. Students' levels are assessed on an on-going basis by the classroom teacher. Students are read books at their level for 30 minutes during the school day and 15 minutes each evening.

	1 st MP	2 nd MP	3 rd MP	4 th MP
1 st Grade	GG	B	B/BB	BB
2 nd Grade	R	R	RR	RR
3 rd Grade	RR/WT	WT	WT	WT

Dynamic Indicators of Basic Early Literacy Skills (DIBELS NEXT)

The DIBELS Next is an early literacy assessment that monitors students' foundational reading skills. Those students who are achieving below the benchmark are provided with additional support through the classroom teacher and may also receive support from a Title I teacher. Their skills are monitored on a bi-weekly to monthly basis. A student who is performing at benchmark will have a designation of B on their report card, a student in the at-risk level will have a designation of S on their report card, and a student scoring in the intensive range will have a designation of I on their report card.

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 and math services to any student who is achieving well below grade level in reading or math. There are three Title I teachers at the elementary school. Teachers recommend students to receive support in reading or math 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.

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.

TRANSITION KINDERGARTEN

The Panther Valley Elementary School has a half-day kindergarten program. However, in order to provide support to students who have intensive academic deficits, there is an opportunity for these students to participate in our transition kindergarten program. Students are invited to participate in this program based on the kindergarten screening test score, assessment data collected at the start of the year, and teacher observation. Students who attend the transition kindergarten program attend a regular kindergarten session for half of the day, eat lunch at school, and attend a transition kindergarten classroom for the other half of the day. During this time the teacher will provide small group re-teaching of skills learned in the regular kindergarten session.

The program is fluid, which means students may enter and exit the program throughout the year based on the progress they make. Unfortunately, we cannot accept parent/caretaker requests for students to participate in this program and parents/caretakers may not request that their children remain in the program if they are candidates for exiting the program.

PVES COOL CATS

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 and magnet.

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 more than 1 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.

A minor referral is handled by the classroom teacher. As a result of this referral, the student may be asked to remain in from recess to participate in re-teaching of a particular behavior or be asked to participate in some type of restitution (e.g. apologizing). The parent will receive a form documenting this incident.

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. If a student demonstrates repeated behavioral difficulties, the parent will be asked to come in for a meeting with the classroom teacher and principal.

TOYS, STUFFED ANIMALS, ETC.

Students should leave all personal belongings, including toys, electronic devices, Pokémon cards, stuffed animals, balls, action figures, fidget spinners, 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.

INTERMEDIATE SCHOOL SECTION

ARRIVAL

Students should not arrive at school prior to the start time of 8:15 A.M. Students who will be having breakfast should enter the left side of the main doors and walk towards the cafeteria for grab and go breakfast. Those not having breakfast should enter the right side of the main doors and proceed to homeroom. Parents dropping off students should enter the back row in the parking lot and circle around to the handicapped parking area to drop off students. Students will be monitored as they are crossing to the building. At dismissal time, please park in a parking space and meet your child at the end of the sidewalk to walk them to your vehicle.

DEMERIT SYSTEM / ACADEMIC ELIGIBILITY

The Intermediate School uses a demerit system to coincide with the discipline policy. In addition, there are academic requirements in place for the students to have privileges of attending special activities. The full demerit system and the eligibility requirements are posted on the Intermediate School's website.

PARENT-TEACHER CONFERENCES

Parent Teacher Conferences will be held in November. Dates are listed on the calendar. Students will follow an early dismissal schedule. 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

The Title 1 Program in the Intermediate School is school wide, which allows us to offer students who are experiencing difficulty at various times throughout the year additional instruction in reading and math. Students will be benchmarked in Reading and Math using the STAR Program. Based on their levels, students will be placed in Target groups to support their needs.

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. 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 first period every day at 7:30 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 be in their homerooms by 7:15 A.M. and ready to greet students as they enter the building. Bus drop-off for students in grades 9 through 12 will be at the front entrance of the building, while students in grades 7 and 8 will be dropped off at the new entrance of Junior High School off of the cafeteria side of the building. Buses will exit the campus using the service road behind the building and proceeding back to the entrance. All students must be in the building by 7:25 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 the through 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.

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. Only Seniors that have demonstrated mastery of a given course by achieving an average of 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 (8) 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 that 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 student is permitted to wear any headphones or ear buds during the school day.

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 Prom.

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.

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 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 not 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) 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 consider 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 by 8:30 A.M. regular schedule or 10:30 A.M. on a two hour delay schedule) to compete in or attend any extracurricular activities for that day. Exception: Excused by doctor's appointment. Professional documentation required. Any student missing five days during the quarter will become ineligible for the remainder of the quarter. Any student missing 18 days for the year becomes ineligible for the remainder of the year. Exception: A Prolonged written medical excuse or Participation in any National or International academic or athletic competitions/event.

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. *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 1st 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 or goes home sick is not eligible to participate on that day. A student who arrives 60 minutes or more later to school shall be considered tardy, and is ineligible on that day.

Detention

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

Suspension

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

SPIRIT DAYS

Panther Valley Junior/Senior High School sponsors several “Spirit Days” throughout the school year. Spirit days help promote school spirit and a positive school climate. By celebrating the Black, Gold and White and Panther Pride students are encouraged to get involved in school and extra-curricular activities. Spirit Days are not simply dress-down days; they are days when the dress and grooming policy permits exemptions for the purpose of allowing students to express school pride. Clothing should be black, gold and white and be appropriate to be worn in school. If blue jeans are permitted they must be neat, clean, and be torn or frayed.

PANTHER VALLEY SCHOOL DISTRICT POLICIES

For more information please see www.panthervalley.org for the following Panther Valley School District policies:

ACADEMIC STANDARDS-Policy 102
ACCEPTABLE USE OF INTERNET-Policy 815
ATTENDANCE-Policy 204
BULLYING-Policy 249
CAMERA SURVEILLANCE-Policy 816
DRESS AND GROOMING-Policy 221
DRUGS AND ALCOHOL-Policy 227
ELECTRONIC DEVICES-Policy 237
HAZING-Policy 247
SCHOOL VISITORS-Policy 907
TOBACCO USE-Policy 222
WEAPONS-Policy 218.1

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 is 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 or 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 sub-section 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 building 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.

Parent 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 George “Smokey” Krajnak, IPM Coordinator at 570-657-0049.