

Saucon Valley High School
2100 Polk Valley Road, Hellertown, PA 18055
Phone: 610-838-7001 Website: www.svpanthers.org

Student and Parent Handbook

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A Welcome to Saucon Valley Students

Dear Students and Parents,

Welcome to Saucon Valley High School, home of the Panthers! The 2009-2010 school year promises to be one of the most exciting, challenging and rewarding years of your life. The four years that you spend at SVHS will provide you with the tools that, upon graduating at the end of your senior year, will allow you to move to the next phases of your lives, confident in your abilities and your educational experiences.

This handbook, for both students and their parents, is a guide to the day-to-day life at the high school. It covers a wide variety of topics and contains information students need to be successful members of the high school community. Information, policies, and procedures regarding academics, activities, athletics, discipline, and the daily operation of the school are included. Additional resources can be found on the district website (www.svpanthers.org), school calendar, and the main office.

Your school is staffed by one of the finest groups of teachers, counselors, secretaries, aides, and custodians in the area. They are here to assure that you have every opportunity to excel in all academic areas and achieve the success that you desire.

We encourage both you and your parents to stay actively involved in your educational career at Saucon Valley High School and beyond. Good luck and have a great year as a Panther!

Sincerely,

The Administrative Team:
Mr. Gombos, Principal
Mr. Laboski, Assistant Principal

Saucon Valley School District Mission

The mission of the Saucon Valley School District is to ensure learning and inspire students to succeed in life and contribute to society.

Saucon Valley High School Staff

Main Office 610-838-7001 ext. 2710

Ms. Kollar, Secretary to the Principal
Mrs. Neith, Secretary to the Assistant Principal

Guidance Office 610-838-7001 ext. 2716

Mrs. Farrell, School Counselor (last names A-K)
Mr. Geiger, School Counselor (last names L-Z)
Ms. Kimenhour, School Counselor (Special Education & 504s)

Mrs. Nelson, Secretary to the School Counselors
Ms. Stelzer, Part-Time Secretary to the School Counselors

Attendance Office 610-838-7001 ext. 2729

Mrs. Zapotocki, Attendance Secretary

Athletic Office 610-838-7001 ext. 2720

Mr. Frey, Athletic Director
Mrs. French, Secretary to the Athletic Director

Head Custodian

Mr. Hivisdak

Non-Instructional Aides

Mr. French
Mrs. Peteto
Mr. Petrucelli

**SAUCON VALLEY SCHOOL DISTRICT
2009-2010 School Calendar**

<i>Teacher Induction Days for New Teachers</i>	<i>August 25 & 26, 2009</i>
<i>First Day for Teachers</i>	<i>Thursday, August 27, 2009</i>
<i>In-Service Day for Teachers</i>	<i>Friday, August 28, 2009</i>
<i>First Day for Students</i>	<i>Monday, August 31, 2009</i>
<i>Schools Closed for Labor Day Holiday</i>	<i>Friday, September 4, 2009</i>
	<i>Monday, September 7, 2009</i>
<i>In-Service Day for Teachers—Students Off</i>	<i>Monday, October 12, 2009</i>
<i>Early Dismissal for All students</i>	<i>Friday, November 6, 2009</i>
<i>Early Dismissal for Elem. Students ONLY.</i>	<i>Friday, November 20, 2009</i>
<i>Early Dismissal for All Students</i>	<i>Monday, November 23, 2009</i>
<i>Early Dismissal for All Students</i>	<i>Tuesday, November 24, 2009</i>
<i>Early Dismissal for All Students and Teachers</i>	<i>Wednesday, November 25, 2009</i>
<i>Schools Closed for Thanksgiving Vacation</i>	<i>Thursday, November 26, 2009</i>
	<i>Friday, November 27, 2009</i>
	<i>Monday, November 30, 2009</i>
<i>In-Service Day for Teachers-Students Off</i>	<i>Friday, December 11, 2009</i>
<i>Last Day of School before Holiday Vacation (Early Dismissal for All Students and Teachers)</i>	<i>Wednesday, December 23, 2009</i>
<i>Schools Reopen</i>	<i>Monday, January 4, 2010</i>
<i>Schools Closed for Martin Luther King Day</i>	<i>Monday, January 18, 2010</i>
<i>In-Service Day for Teachers—Students Off</i>	<i>Monday, January 25, 2010</i>
<i>In-Service Day for Teachers – Students Off</i>	<i>Friday, February 12, 2010</i>
<i>Schools Closed for Presidents’ Day</i>	<i>Monday, February 15, 2010</i>
<i>In-Service Day for Teachers – Students Off</i>	<i>Friday, March 19, 2010</i>
<i>Schools Closed for Easter Vacation</i>	<i>Thursday, April 1, 2010</i>
	<i>Friday, April 2, 2010</i>
	<i>Monday, April 5, 2010</i>
<i>Early Dismissal for All Students</i>	<i>Tuesday, April 6, 2010</i>
<i>Early Dismissal for All Students</i>	<i>Friday, May 7, 2010</i>
<i>Schools Closed for Memorial Day</i>	<i>Monday, May 31, 2010</i>
<i>Early Dismissal for All Students</i>	<i>Monday, June 14, 2010</i>
<i>Last Day for Students (Early Dismissal)</i>	<i>Tuesday, June 15, 2010</i>
<i>Last Day for Teachers</i>	<i>Wednesday, June 16, 2010</i>

*TOTAL NUMBER OF DAYS OF INSTRUCTION FOR STUDENTS - 184
TOTAL NUMBER OF DAYS FOR TEACHERS – 192*

Four extra students days are built into the calendar. If additional make up days for students are necessary due to inclement weather or other emergency situations, the following order will be utilized April 1 and April 5, 2010.

Approved by the Saucon Valley Board of School Directors on January 27, 2009. This calendar is subject to change at the discretion of the Saucon Valley Board of School Directors.

ATHLETICS and ACTIVITIES

Participation in co-curricular activities is an important part of your educational experiences. They contribute toward the development of a "well-rounded" individual and can be a source of great pleasure. Your participation in activities becomes a part of your permanent record.

The activities program at Saucon Valley provides each student an opportunity to follow interests that have been aroused and to encourage new ones. A carefully selected activities program will provide opportunities for self-expression, leadership, service, and enrichment in a regular instructional program. School rules and regulations apply to all activities and clubs, even when away from school such as athletic events, field trips, etc. Students may select from several of the following:

Athletics	Dramatics/Fine Arts	Literary Groups
Baseball	Jazz/Show	Yearbook
Basketball	Pit Band	Student Government
Cross Country	Stage Band	Class Officers
Field Hockey	Stage Crew	Student Advisory Council
Football	Stage Play	Student Council
Golf	Academic	Clubs
Lacrosse	Biology Olympics	Art Club
Soccer	Debate Team	Business Club
Softball	Math Team	French Club
Swimming	National Honor Society	German Club
Tennis	Reading Competition	Invisible Children
Track	Scholastic Scrimmage	SADD
Volleyball		Ski Club
Wrestling		Spanish Club
		United Nations

Intramurals:

The school will have planned intramural activities throughout the school year based on student interest. All approved programs must have faculty supervision.

Eligibility Guidelines:

Students participating either as players or as spectators in an athletic event involving our school are accountable to the school for their conduct. They should always display good sportsmanship, courtesy, and respect to reflect credit upon our school and themselves. Section 2712 of the Pennsylvania Criminal Code will be enforced if any person assaults a sports official during a sporting event.

Saucon Valley Senior High School is a member of the Pennsylvania Interscholastic Athletic Association and the Colonial League. As such, we must adhere to the rules and regulations thereof.

1. Students, in order to participate, must be in good standing regarding both school work and general citizenship. Students must be examined by the school doctor or family physician before participation can be approved by the school, and they must have written permission from their parents before they can participate in practice sessions in any interscholastic sport.
2. To be eligible for interscholastic competition, a student must pursue a curriculum approved by the principal, cannot be failing more than **ONE (1)** unit of credit, and meet the PIAA academic and attendance requirements on a weekly and quarterly basis. On a daily basis, students who are not in school by 8:00 a.m. are **NOT** eligible to participate in any co-curricular activity (e.g., athletics, clubs, etc.) for that day, unless he/she has secured prior permission from the principal or the athletic director or submitted a doctor's note justifying the late arrival.

Saucon Valley High School Athletic/Activities Rules:

1. Any student who completes a PIAA eligibility/physical form and rostered with any athletic team automatically agrees to adhere to the Student/Athlete Athletic Policy set forth by Saucon Valley Athletic Office. This policy is on file in the Athletic Office or can be found on the district website.
2. Any student representing his/her school in an interscholastic event must be in school by 8:00 a.m. on the day of the event or be legally excused by the principal.
3. Any student who receives an over-night, in-school, or out-of-school suspension is automatically ineligible for any co-curricular activities, including athletics, during the period of the suspension. Any student receiving an in-school suspension is not allowed to participate in after-school events.
4. Uniforms and equipment distributed to players is property of the Saucon Valley School District. Players are responsible for the proper upkeep and care of all uniforms and equipment while in their possession. At the conclusion of the season, athletes are responsible for returning all equipment to their coaches during designated times in the condition in which it was distributed. Players are responsible for full compensation of any damaged or lost materials at their replacement cost. Failure to turn in equipment at the designated time or fully reimburse the school district for lost or damaged materials will result in suspension from all athletics until compensation has been secured and/or a referral to the district magistrate.

The Colonial League is the league in which our school competes each year. The membership of the league consists of Bangor, Catasauqua, Palisades, Pen Argyl, Palmerton, Salisbury, Saucon Valley, Southern Lehigh, Moravian

Academy, Northern Lehigh, Northwestern Lehigh, Notre Dame East Stroudsburg, Notre Dame Green Pond and Wilson. The Colonial League recognizes the winners in the various interscholastic sports.

PURPOSE OF PARENT/COACHING COMMUNICATION PLAN

Parents and coaches working together helps provide our students with the best possible experience and atmosphere for interscholastic sports. The following document gives both players, parents, and coaches the proper guidelines to follow concerning Saucon Valley Interscholastic Sports:

Parent/Coaching Communication Plan

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our children. As parents, when your son/daughter becomes involved in athletics, please understand what expectations are placed on him/her. This begins with clear lines of communication.

Communication you should expect from your child's coach:

1. Expectations the coach has for your son/daughter as well as for the team
2. Locations and times of practices and contests
3. Team requirements (i.e., practices, contests, equipment, conditioning)
4. Discipline that may result in the denial of your child's participation

Communication coaches expect from parents:

1. Any and all concerns are expressed directly to the head coach
2. Notification of any schedule conflicts well in advance (except emergencies)

High school athletics will involve some of your child's best memories. It is also important to understand that there also may be times when things do not go the way you or your child wishes. At these times a discussion directly with the head coach should take place.

Appropriate concerns to discuss with coaches:

1. Ways to help your child improve
2. Concerns about you child's behavior

Issues not appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Other student athletes

It is very difficult to accept your child's playing time in some instances. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen above,

certain things are appropriate to discuss with your child's coaches while others are left to the discretion of the coaches.

If there is a concern to discuss with a coach, the following is the procedure that must be complied with:

1. The player is to speak with the coach directly and discuss his/her concern. Many times the matter can be taken care of at that time.
2. The parent(s) and player are to speak with the coach directly and discuss their concern. This discussion however should not be held during a practice time or before/after a contest. A meeting will have to be scheduled at both parties' convenience.
3. The parent(s) and player are to speak with the varsity head coach and discuss their concern.
4. If the matter at hand is not resolved after completing the procedures above, the parent(s) and/or player may request a meeting with the athletic director and coach. However, it should be understood that under no circumstance will the athletic director ever mandate playing time for a player.
5. If the matter at hand is not resolved after completing the procedures above, the parent(s) and/or player may request a meeting with a building level administrator. However, it should be understood that under no circumstance will a building administrator ever mandate playing time for a player.

Expectations For Parent/Guardian:

1. Support your student athlete's effort toward success and maintain the importance of a strong work ethic academically and athletically.
2. Work to promote a positive environment that is to the benefit of your student athlete
3. Become familiar with and review with your child all team and district athletic policies.
4. Communicate any concerns in a timely manner, according to district protocol.
5. Treat all coaching personnel, officials, and opposing teams with courtesy and respect and insist that your child does the same.
6. Support the program by being an active parent and positive role model for all student athletes.

Important aspects to keep in mind:

1. Participation in athletics is a privilege. Any actions/behavior inside or outside of school that is detrimental to the team, the player themselves, a coach, or the school may result in suspension or dismissal from the team.
2. Academics are the number one priority. Students are held to strict PIAA academic standards. Students may be

suspended from participation on a team for academic reasons.

3. Parents can have a major affect on their children's future in sports. Being at odds with the coach along with disrespectful behavior as a parent is one of the biggest mistakes that can be made. Remember, the first person a college recruiter will talk to is the high school coach. The behavior of a student athlete's parents is not off limits for discussion.

REGULAR SCHOOL ATTENDANCE: IT'S THE LAW

If your child is attending school regularly, thank you.

If your child is absent from school:

- ✓ You MUST notify the school by telephone, each day your child is absent.

Phone Number: 610-838-7001, ext. 2729

- ✓ You MUST submit a written excuse with a valid reason for the absence within three (3) days of your child's return to school.

If you do not notify the high school of the absence or do not provide a valid excuse:

- ✓ Your child will be marked as an unexcused absence.

And, after three (3) illegal absences, there may be consequences that are as severe as:

- ✓ Driver's License Suspension.
- ✓ Arrest, fines and/or incarceration.
- ✓ Referral to the Office of Children and Youth Services.

If you need help, please contact the high school.

Education: It's Your Child's Future...It's Our Shared Responsibility.

www.svpanthers.org

ATTENDANCE POLICY AND PROCEDURES

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's school is to help students learn to understand and recognize the value of punctuality, engagement, and regular attendance. Research points to regular school attendance as a positive influence on the success of our students in school. The philosophy behind the policy, supported by Board Policy 204, is to promote responsibility and to increase the potential for our students to be successful in school and in all future endeavors.

School attendance is the primary responsibility of the parent/guardian and the student. In 1911, the Pennsylvania state legislature enacted a Compulsory Attendance Law that requires children between the ages of 8 and 17 to attend school. **An absence from school will only be excused if it is for one of the following reasons:**

- Illness
- School sanctioned activities
- Absences related to the legal system
- Family emergency
- Bereavement/Funeral
- Religious observances
- Approved absences by the administration
- Doctors appointments

All of these listed absences require written documentation, from the parent/guardian, to be submitted to the attendance office within three days of return to school following the absence.

Morning Attendance:

Students are required to be in class by 7:40 a.m. Any student arriving to school AFTER THIS TIME MUST report to the attendance office as being late to school and obtain a pass in order to report to class. Any student who arrives to school after 9:30 a.m. will be considered absent for one half of a day; any student who arrives after 11:00 a.m. will be considered absent for the day.

RETURNING ABSENCE EXCUSES

Excuses must be returned within three (3) days of return to school following the absence or the absence will be considered unexcused and the student will receive zeroes for the classes missed. The attendance office, located in front of the athletic office, collects excuses and maintains attendance records.

Unexcused Absences:

Any student under the age of 17 who has three (3) unexcused absences will be referred to Northampton County Truancy Prevention Program and will appear before the district magistrate initially for an informal hearing. Any subsequent unexcused absences will result in the issuance of a truancy citation.

A student whose absences are unexcused will not be permitted to make up work for the day or days missed. **All graded activities shall be treated as if the**

student had chosen not to participate in them. The disciplinary action may include after school detentions, in-school suspensions, or an alternative school placement.

Cumulative Absences:

Any student who accumulates more than ten (10) absences within a school year will be required to supply a medical doctor's note for any subsequent absences that are due to illness or injury, stating why the child could not attend school and with the specific dates the student was absent listed on it.

A letter will be sent out to the parent/guardian informing them that a doctor's note will be required for all future absences. Failure to do so will result in any additional absences being documented as unexcused.

The School nurse will send a student home only if he/she has a temperature of 100 degrees or above. If the parent chooses to take the student home, a doctor's note will be required or it will be considered an unexcused absence.

Class Attendance:

Students who cut class will be referred to the office for disciplinary action at the earliest convenience of the teacher. The student will receive zeroes for any class that was cut, as well as an in-school suspension for each block that is cut. **Block 5 is considered a class; failure to attend when required to do so by a teacher will result in the same penalties as a cut for any class.**

EARLY DISMISSAL PROCEDURES

Students desiring to be excused from school before the end of the regular school day **MUST** come to the attendance office **BEFORE** Block 1 begins. The student must bring a note signed by the parent/guardian to the attendance office; the note must state the date, time and reason why the student must be excused. When returning from an appointment, the student must have written documentation of the visit. Students must sign out in the attendance office before they leave the building and upon their return.

Board Policy 204 states that students are not permitted to leave the building during the school day unless they have a note from a parent/guardian and permission from the office.

TARDIES TO SCHOOL

Being late to school must be verified in writing by the parent or guardian by the next day or it will be considered unexcused. Students who are late to school (after 7:40 a.m.) **MUST** report to the **Attendance Office**. The Attendance Secretary will determine whether the tardy is excused or unexcused. No student who is late to school will be admitted to class without a pass from the Attendance Secretary. If the late to school is excused, the student will report to class with no penalty. If the late to school is unexcused, the student will be considered tardy to class and the appropriate penalties as specified above will apply. In addition, the student **MUST** make up any time missed with the teacher of that class during Block 5.

The only excuse that will be accepted for tardiness will be a doctor's note or a valid reason, submitted in writing, by the parent/guardian.

An accumulation of minutes that equal half a day of school will result in one unexcused absence day per State attendance laws. Three unexcused tardies will result in two after-school detentions. Fourth and subsequent tardies will result in Saturday detention or ISS. Twenty school days between tardies will result in an infraction being lifted.

TRUANCY

ACT 29, CHAPTER 11 - SEC. 11.3, REVISED 1994

The new truancy law raises the fine to parents for truancy to \$300.00 and requires parents to pay court costs and/or be sentenced to complete a Parenting Education Program. Under the Act, both the truant child and the parents would have to appear at a hearing before a District Justice. If the parents are found guilty, and do not pay the fine and court costs, they will be sentenced to five (5) days in jail. If the parent is not convicted and the child continues to be truant, the child will be fined up to \$300.00 and court costs or be assigned to an Adjudication Alternative Program. Other provisions of the Act allow a District Justice to suspend a sentence given to a parent or child if the child is no longer habitually truant.

The new law also grants to State, Municipal, Port Authority, and School Police Officers the same arrest powers as attendance officers and home/school visitors. In case any child of compulsory school age cannot be kept in school in compliance with the provisions of the Act, on account of incorrigibility, truancy, insubordination, or other inappropriate conduct, or if the presence of any child attending school is detrimental to the welfare of such school, the school may proceed against said child by petitioning for an adjudication of dependency. In addition, ACT 29 removes their operating driving privileges from truant juveniles, ninety (90) days for the first offense and six (6) months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for the same periods, beginning upon their 16th birthday.

Take Your Child To Work Day

Thursday, April 22, 2010

If your child plans on participating, he/she must pick up the necessary form in the Attendance Office. PLEASE NOTE: The form must be completed by the parent's/guardian's employer and returned to the Attendance Office before April 22, 2010 for approval, or the absence will be unexcused.

AUTOMOBILE POLICY

Students may drive to school and park only in the student parking lot on the south side of the High School after registering their car with Mr. Laboski, Assistant Principal. Registration will take place during the first week of school. A car sticker will be issued after the following conditions have been met:

1. Completion of registration
2. Proof of liability insurance
3. Presentation of valid Pennsylvania drivers license

4. Purchase of a parking tag, to be displayed on the rearview mirror, at a cost of \$20.00 per student; a \$5.00 fee is charged to replace a lost parking tag.

Bringing an automobile to school is a privilege, which is susceptible to revocation/suspension for any of, but not limited to, the following violations:

1. Excessive unexcused absences and/or tardiness to school.
2. Out-of-School Suspensions or frequent In-School Suspensions or cutting classes using vehicle.
3. Not parking properly in stalls: the front of the automobile facing the south side of the High School and the parking tag properly displayed on the rearview mirror.
4. Going to and/or moving automobile during the school day without permission from the office.
5. Parking in spaces marked "Visitor", "Reserved", "No Parking Zones", "Handicap", and/or "Fire Zones"
6. Violation of traffic patterns and speed limit of 15 miles per hour, which are posted on school property.
7. Parking in the Middle School or Elementary School Parking lots at any time, including any of the athletic complexes on campus.
8. School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

See Saucon Valley School District Board Policy #226 Searches

The above will be strictly enforced and owners of vehicles who are in violation will be susceptible to a fine and/or towing at the owners' expense. Anyone who is legally disabled or needs assistance due to an injury, please see Mr. Laboski.

Students are advised to lock their automobiles always. The school district is not responsible for any missing articles or damage to the vehicles.

If a student's driving privileges have been revoked or suspended, they are not to park on the school campus, nor are they to drive through the school campus. Think before you are in violation of your driving privileges.

BELL SCHEDULE

Attendance Block (Student submits excuse blank For prior day's absence)	7:15	-	7:35			
				A.M. VO-TECH		
Teachers Report	7:30					
Passing to Block 1	7:35	-	7:40	Bus leaves S.V.	-	7:35
Block 1	7:40	-	9:10	Arrives at Vo-Tech	-	8:00
Block 2	9:15	-	10:41	Bus leaves Vo-Tech	-	11:10
Block 3/Lunch (a)	10:46	-	11:26			
Block 3/Lunch (b)	11:31	-	12:11			
				P.M. VO-TECH		
Block 3/Lunch (c)	12:16	-	12:56			
Block 4	1:01	-	2:25	Bus leaves S.V.	-	10:47
Block 5	2:30	-	3:00	Arrives at Vo-Tech	-	11:10
Teachers Leave			3:00	Bus returns to S.V.	-	2:35

CLASS MEETING SCHEDULE

Block 1	7:40	-	8:51
Block 2	8:56	-	9:56
Class Meeting	10:01	-	10:41

LUNCH AND AFTERNOON CLASS PERIODS REMAIN THE SAME

EARLY DISMISSAL BELL SCHEDULE

	<u>Class Meeting</u>			<u>No Class Meeting</u>		
Block 1	7:40	-	8:40	7:40	-	9:10
Block 2	8:45	-	9:55	9:15	-	10:45
Class Meeting	10:00	-	11:00			

HOMEROOM SCHEDULE

Block 1	7:40	-	9:00
Homeroom	9:05	-	9:15
Block 2	9:20	-	10:41

LATE START BELL SCHEDULE

	<u>1 Hour Delay</u>			<u>2 Hour Delay</u>		
Block 1	8:40	-	9:41	9:40	-	10:11
Block 2	9:46	-	10:41	10:16	-	10:41

BULLETIN BOARDS

Bulletin boards are located in homerooms, classrooms, and strategic areas in the corridors. You should check them frequently for information concerning school activities.

If an organization wishes to place a notice or poster, it must bring the display item to the office for approval. Nothing may be posted on the bulletin board unless it has prior approval from the office. Only bulletin boards may be used for notices, posters, pictures, displays, etc. **Do not attach** any materials to the walls, doors, or tiles anywhere in the school without permission from the principal or his/her designee.

BUS INFORMATION

Purpose:

In order to provide for the safe and orderly transportation of students to and from school and special events, the following rules and regulations are promulgated with the health, safety and welfare of all students and employees in mind. The Saucon Valley School District will strictly enforce these rules and regulations and expects the cooperation of students and parents in ensuring that student conduct on the bus and at the bus stop is of such a nature so as to assist the District in this regard.

Rules and Regulations:

1. Only articles that may be held on the student's lap or placed under the seat may be transported on a school bus.
2. Follow directions the first time they are given whether it be by the bus driver, bus monitor, teacher, chaperone, etc.
3. Be courteous, use no profane language, refrain from shouting on the bus or at the bus stop.
4. Eating, drinking and gum chewing is not permitted on the bus.
5. Keep the bus clean by placing any refuse in the receptacles provided.
6. Behave in a proper manner while a passenger on the bus and follow all applicable safety procedures provided by the District and/or bus driver. Inappropriate behavior includes, but is not limited to, standing in the aisle while the bus is moving; standing or kneeling on the seats; pushing and shoving other passengers; throwing items at the bus driver or at another passenger; fighting; shouting out windows; throwing items inside the bus or out of the windows; or damaging the bus or its equipment.
7. The Saucon Valley School District is a smoke-free District. Accordingly, the possession and/or use of tobacco products on buses is strictly prohibited.
8. Stay in your seat at all times except when loading and unloading. Keep head, hands, feet and articles inside the bus and to yourself.

9. Maintain proper bus stop conduct and enter and exit the bus in an orderly manner so as to protect the health, safety and welfare of yourself and others. Inappropriate bus stop behavior includes, but is not limited to, horseplay; swearing and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.
10. Each bus driver may assign seats at his or her discretion.
11. The school district does audio/videotape on school bus runs.

Consequences:

Any violation of the aforementioned rules of conduct during a student's enrollment in the Saucon Valley School District will result in the imposition of the following disciplinary action. Notably, the bus conduct report forms referenced below will be maintained in a student's discipline file until the end of the year or student otherwise withdraws from the Saucon Valley School District.

1st Violation

The student will be assigned to a specific seat by the bus driver, and a bus conduct report form will be filed with the building assistant principal for his/her disposition. Notification of this incident via mail, telephone or conference will be communicated to the student's parent or guardian. Additional disciplinary measures, such as the assignment of additional homework, detention, suspension, expulsion, etc., may be imposed by the assistant principal at his/her discretion.

2nd Violation

The student is referred to the building assistant principal for a conference via the filing of a bus conduct report form. The parent or guardian is notified of the incident, and a parent conference may be scheduled.

Additional disciplinary measures, such as the assignment of additional homework, detention, suspension, expulsion, etc., may be imposed by the assistant principal at his/her discretion.

Subsequent Violations:

The student is referred to the appropriate building assistant principal via the filing of a bus conduct report form for a mandatory suspension of bus privileges. Notice will be given to parents/guardian and a meeting will be held to review the consequences. The term of such suspension will be established by the building assistant principal at his/her discretion and may include a permanent suspension of such privileges. Additional disciplinary measures, such as detention, suspension or expulsion, may be imposed by the assistant principal in accordance with the District's Student Disciplinary Policies.

Severe Disciplinary Problems:

A severe disciplinary situation, one which endangers anyone's health, safety and welfare, will automatically subject the student to a mandatory suspension of bus privileges for an appropriate period of time, including permanently, as determined by the appropriate building administrator and may also result in additional disciplinary measures, including expulsion. Some examples of severe disciplinary situations are as follows: fighting; injuring another student in any manner; violating bus safety rules by not crossing the road properly; getting near the bus wheels while engaged in horseplay; pushing and shoving others; and refusing to take a seat while on the bus.

This provision also includes any conduct which involves defacing or damaging bus equipment, and such conduct will result in a mandatory automatic suspension of bus privileges for an appropriate period of time, including permanently, and may also result in expulsion from the Saucon Valley School District.

CAFETERIA

Our school operates on a closed lunch program, except for senior lunch; only eligible seniors may leave the building on designated senior lunch days. There are three lunch periods scheduled. Lunch periods will be indicated on the student's schedule. Lunch is considered a class and therefore students must report in a timely manner. Students may purchase lunch in school or bring one from home. Ordering fast food is not an option.

There are aides on duty in the cafeteria to supervise the lunch period. Everyone is to be responsible for his/her own area and clean up properly by the last ten minutes of the lunch period. With hundreds of students eating together, the following regulations must be followed:

1. Use the book storage shelves outside the cafeteria to deposit belongings before entering the cafeteria.
2. Wait in line in a first-come/first-serve basis in an orderly manner. Students without their ID card must wait until all students with IDs have been served. On a third instance in which an ID is not available, the student will be referred to the Assistant Principal.
3. Students are required to use their student ID cards to purchase their lunch. Students may not use another student's ID to purchase lunch. ID cards without photos will not be accepted by the cashier.
4. Clean the area, take the tray to the window, and discard the trash in the manner designated.
5. Do not leave the cafeteria or outside eating area until dismissed by the proctor in charge. Cutting lunch is a class cut.
6. No food or drink may be taken out of the cafeteria at any time or brought into the hallways from outside the school except for one's own lunch.
7. Students may not throw food or any other item while in the cafeteria.

8. Students are not permitted to go to their lockers during lunch. If books or any other items are needed then they must be obtained prior to entering the cafeteria. Pass from a teacher must be presented to the aides in order to leave the cafeteria and work with said teacher.
9. Students must use the bathrooms adjacent to the cafeteria located across from the pool.
10. Students who act in an inappropriate manner or in opposition of the above expectations will be assigned to a disciplinary consequence to include but not limited to: eating at a designated table and/or assigned lunch cleanup duty and/or loss of outside privileges and/or loss of senior lunch. This may include being assigned a Saturday detention.

CLASS RANK/COURSE WEIGHTING

Class rank shows students where they stand in comparison to their classmates. It is determined by the student's GPA with the student with the highest GPA ranked number one and the rest in descending order. Class rank is computed at the end of every semester using student's final grades and the grade point system described under "Grades." Class rank is indicated on student's transcripts and is often an important criterion in college admissions.

		VALUE	CREDIT
REPORTED GRADE	NUMERICAL RANGE	GRADE POINTS	HONORS
A+	97-100	4.33	5.33
A	93-96	4.00	5.00
A-	90-92	3.66	4.66
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.66	3.66
C+	77-79	2.33	2.33
C	73-76	2.00	2.00
C-	70-72	1.66	1.66
F	55-69	0.00	0.00
F-	54 or less	Not eligible to attend Summer Learning Academy	
O = Outstanding	88-100	0.00	
S = Satisfactory	70-87	0.00	
U = Unsatisfactory	69 or less	0.00	

English	A	4	x	1.0=4.0
		points		
History	B	3	x	1.0=3.0
		points		
Math	B	3	x	1.0=3.0
		points		
Science	A	4	x	1.0=4.0
		points		
French	C	2	x	1.0=2.0
		points		
Crafts	A	4	x	.5=2.0
		points		
Physical Ed	B	3	x	.4=1.2
		points		
				5.9=19.2

19.2 divided by 5.9 = 3.2542. Grade point averages are used to determine the class rank at the end of the year.

CONTROVERSIAL TOPICS

Parents who wish to have their child excused from instruction on a topic or an assignment, which they consider to be in conflict with their religious belief or moral principles must submit a written request to the principal which will be reviewed for approval. When possible the student will be given another assignment to replace the controversial topic.

DAILY ANNOUNCEMENTS

Every classroom must be quiet and attentive during the brief morning announcements. In addition, daily announcements will be posted in classrooms and are available in Powerschool under the heading of Daily Bulletin.

DANCES

Dances are sponsored by the various clubs or classes. The dates must be registered and "cleared" by the office at least two weeks in advance. The following dance rules have been adopted by the Student Council and must be observed:

1. A committee must be established with a head chairperson who will be totally responsible with the advisor(s) for arranging the set-up and making sure all rules are observed.
2. The chairperson will be in charge of creating a clean-up committee. This committee will work with the custodians to sweep the gym and lobby area after the dance is finished.
3. The chairperson and the advisor(s) will be responsible for obtaining chaperones for the dance. These people are to report to the advisor(s) for instructions for the evening.
4. The Principal will assign a date for the dance.

When the above rules are adhered to, the following will take place:

1. The persons attending the dance will be limited to students of Saucon Valley Senior High and guests. All SVHS students and their guests must present a photo ID at all dances.
2. No one will be permitted into the dance after 9:00 p.m. Those students who leave the dance will not be allowed to return into the building and must leave school property. The advisor(s), with the help of the custodians, will see that all doors are locked from the outside.
3. All school rules apply at dances.
4. If any disciplinary action is needed, students will be interviewed and if needed, parents will be notified.

PROM & WINTER BALL

The following additional rules will be in effect for the Junior/Senior Prom:

1. No student is to come to the prom under the influence of alcohol or drugs. Any student identified as violating this rule will be disciplined as stated in the Student Handbook.
2. No student is permitted to go to the parking lot without permission of a chaperone.
3. All guests must have an approval form signed by the school administration in order to attend the prom.
4. Two policemen will be on duty for the evening - one at the door and one in the parking lot.
5. Any dance requiring pre-purchased tickets also require full clearance of all obligations by the designated date. Once tickets are purchased for these dances, refunds will not be made, and tickets may not be switched or traded.

DISCIPLINE CODE

Statement of Philosophy:

The primary responsibility of the Saucon Valley School District is to provide students equal opportunity to develop the ethical, intellectual, creative, emotional, social, and physical areas of their lives. This maturation process can best take place in an atmosphere of trust and mutual respect for the personal worth and dignity of each individual - one in which the belief in the value of every student is communicated - and one in which students are helped to understand the reasons for their own and others' behavior.

In order to maintain a positive learning environment, the School District has an obligation to provide fair and consistent guidelines for handling inappropriate behavior, while recognizing the needs and rights of all parties involved, within confines of the law.

Statement of Purpose:

The purpose of the Student Discipline Code is to provide consistent, reasonable, fair and equitable treatment for all parties involved in discipline matters. A discipline policy is a vital ingredient of an educational system and should do the following:

1. foster responsible behavior and self-discipline

2. ensure the rights and personal dignity of others
3. promote cooperation between the home, school, and community
4. define minor and major offenses
5. provide appropriate disciplinary options
6. protect and maintain public and private property
7. comply with federal, state, and local laws

Statement of Responsibilities:

A. STUDENT (per PA Code Chapter 12.2)

Students attend and participate in the school program so that they may develop to their fullest potential. Students are to do the following based on state regulations.

- (1) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (2) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (3) Students should express their ideas and opinions in a respectful manner.
- (4) It is the responsibility of the students to conform to the following:
 - (a) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (b) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (c) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (d) Assist the school staff in operating a safe school for the students enrolled therein.
 - (e) Comply with Commonwealth and local laws.
 - (f) Exercise proper care when using public facilities and equipment.
 - (g) Attend school daily and be on time at all classes and other school functions.
 - (h) Make up work when absent from school.
 - (i) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (j) Report accurately in student media.
 - (k) Not use obscene language in student media or on school premises.

Authority-(The provisions of this 12.2 amended under Section 2603-B of the Public School Code of 1949 (24 P.S. 26-2603-B).

B. PARENT

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are **urged** to do the following:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship among themselves, their children, the teachers, and school staff.
3. Teach their children self-respect, respect for the law, respect for others and respect for public property.
4. Teach their children common courtesy.
5. Insist on prompt and regular attendance.
6. Listen to the views and observations of all parties concerned before reaching a decision.
7. Recognize that school staff deserve the same consideration and respect that parents expect from their children.
8. Encourage their children to take pride in their appearance.
9. Insist that their children promptly bring home all communications from school.
10. Cooperate with the school in jointly resolving any school-related problems.
11. Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
12. Help their children learn to deal effectively with negative peer pressure.
13. Provide a place conducive for study and ensure the completion of homework assignments.

C. TEACHER

Teachers recognize their charge in educating the children of the community. To meet this responsibility the teachers, as appropriate, are to do the following:

1. Promote a climate of mutual respect and dignity, which will strengthen the students' positive self-image.*
2. Plan and conduct a program of instruction that will make learning attractive and interesting for all students.
3. Recognize that some disciplinary problems are caused by student academic frustrations due to miscommunication.
4. Seek to develop close, cooperative relationships with parents for the educational benefit of the student.
5. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.*
6. Reinforce the rules of common courtesy.
7. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.*
8. Help students cope with negative peer pressures.
9. Be sensitive to changing behavior patterns.
10. Encourage students to discuss their problems with appropriate school personnel.
11. Send communications home promptly. Communicate regularly via telephone, email, and/or letters.

12. Report to the building administrator any students who jeopardize their own safety, the safety of other students, of any school personnel or visitor*, or who seriously interfere with the instructional program of the classroom.
13. Be ethical in relationships with students, parents, teachers, administrators and other school staff.
14. Guide students to attain their full potential.
15. Serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law, Section 1317.

***These items also apply to aides and other appropriate school personnel.**

D. BUILDING ADMINISTRATION

As the educational leaders of the school, the administration provides a curriculum and establishes regulations which foster a positive learning environment. They are to do the following:

1. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. Evaluate the program of instruction in the school to achieve a meaningful education program.
3. Develop procedures that reduce the likelihood of student
4. Work with students, at appropriate grade levels, and staff to formulate school regulations acceptable to all.
5. Assume responsibility for the distribution and enforcement of the District Discipline Code and ensure that all discipline cases are resolved promptly.
6. Comply with pertinent state laws governing hearings, suspensions, and students' rights.
7. Ensure fairness, reasonableness, and consistency.
8. Encourage the staff to self-evaluate their own procedures and attitudes in relation to the interactions within their classrooms, and assist in implementing those changes that are necessary and appropriate.
9. Assist staff members to resolve problems that may occur.
10. Enable students to discuss their problems with the principals, as well as with other appropriate staff.
11. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
12. Work closely with parents to establish a wholesome relationship between home and school.
13. Send communications home promptly.
14. Utilize all appropriate auxiliary staff, community agencies, and Intermediate Unit 20 to help parents and students identify problems and seek solutions.
15. Reinforce the rules of common courtesy.
16. Be ethical in relationships with students, parents, teachers, administrators, and other school staff.
17. Establish necessary building security and work closely with the local police department.

E. DISTRICT ADMINISTRATION

As the educational leaders of the school system, the superintendent, and other district administrators are to do the following:

1. Reinforce and extend the indicated responsibilities of all staff and make them applicable to the school system from K-12.
2. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.

DISCIPLINE CODE

This code governs all behavior in school, on school property (including school buses), to and from school, and at school activities. Violations of the code should be referred to the assistant principal using the appropriate form(s). The **referral form** is to be completed for all disciplinary referrals. It is to be noted that the penalties listed below are **GUIDELINES** for discipline; the administrators retain the discretion to apply another penalty if the situation warrants it.

The following disciplinary consequences will be applied but are not limited to after school detention, Saturday detention, in-school suspension, overnight suspension, out-of-school suspensions, or expulsion.

After-School Detentions:

After school detentions will be held from 3:00p.m. to 4:00p.m. in the cafeteria. Students must not be late and if so must have a written pass. Transportation home will not be available.

Students will be given a minimum of 24 hours notice so that alternate transportation arrangements can be made. If a student is absent on the day of an assigned detention, the detention is to be served on the first day of the student's return to school. Student detentions will NOT be excused for work-related reasons unless the employer contacts the high school 24 hours in advance for **emergency reasons only**.

Students are required to bring school work with them to be completed during detention time. If school work is not brought to detention then remedial work will be assigned and must be completed fully in order for the detention to be considered fulfilled. Being on an athletic team or in a school activity is not a valid excuse.

Saturday Detention:

Saturday detentions will be held from 8:00 a.m. to 12:00 p.m. The number of hours the student will be required to serve will be determined by the administration. Teachers may require make-up work to be completed during the detention, and if it is not completed, it could result in the student receiving a zero. Work is not a valid reason for not attending a Saturday Detention. All Saturday detentions will be held in the cafeteria.

In-School Suspension:

An ISS or in-school suspension is a consequence that allows the student to remain in school under the supervision of a certified teacher. ISS forbids the student from participating in any school activity or sporting event on that same

day. ISS is held from 7:40a.m. to 4:00p.m. in a structured environment away from the student population. A student who serves an ISS must be off school property by 4:30p.m.

Overnight Suspension:

An ONS or overnight suspension is a consequence that permits a student to attend school the next day but only if they are accompanied by a parent/guardian. The purpose of this suspension is to ensure that the school and the family are communicating effectively in regards to a behavioral issue that is serious enough to warrant a face-to-face meeting the next school day.

Out-of-School Suspension:

An out-of-school suspension precludes the student from participating in any school activity for the duration of the suspension. In addition, the student cannot be on school property for the duration of the suspension and will be cited for trespassing if he/she violates this. During the suspension, parents/guardians may request of the main office or school counselor that assignments be put together for their child, and those assignments can be picked up by the parents/guardians in the main office between 2:30p.m. and 3:40p.m.

Out-of-school suspension automatically results in a loss of driving privileges for a school quarter every time that an out-of-school suspension is assigned to the student. Fines and costs may be levied for offenses such as truancy, tobacco related offenses, vandalism, fighting, or acting in a manner that might require the school to contact the law enforcement authorities.

SUSPENSION FROM SCHOOL GUIDELINES

A. SUSPENSION

1. A student may be suspended for an offense by the principal/assistant principal without a hearing, in accordance with policies of the Board of School Directors, for a period of up to three (3) school days.
2. The suspension may be extended for a period up to ten (10) school days, in accordance with guidelines established by the Board of School Directors, following an informal hearing with the principal/assistant principal is offered to the student and the student's parents or guardian within a five-day period. .
3. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal/assistant principal to discuss ways by which future offenses can be avoided.

The following due process requirements are to be observed in regard to the informal hearing:

Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student; sufficient notice of the time and place of the informal hearing shall be given; a student has the right to question any witness present at the hearing; a student has the right to speak and produce witnesses on his/her own behalf; the district shall offer to hold the informal hearing within the first 5 days of the suspension.

Students shall be permitted to make up, without penalty, exams and work missed while suspended, within guidelines established by the Board of School Directors.

B. EXPULSION

1. The student is entitled to a formal hearing with the Board of School Directors or its designee.
2. The student is entitled to written presentation of charges.
3. The student may be represented by Counsel.
4. The student may testify or remain silent.
5. The student is entitled to produce witnesses.
6. The student is entitled to cross-examine any person giving testimony.
7. The student is entitled to have accurate recording of proceedings.
8. The student is entitled to an open or closed hearing.
9. The student may appeal the decision of the hearing to the State or Federal Courts.

CLASS CUTTING

Students must attend all classes and lunch. If a student is late to class, the teacher (Blocks 2, 3, 4) will record the tardy on the appropriate form and the student will initial it. If the student refuses to initial it, the teacher will make note of such on the form. Any student who accrues three tardies will receive an after-school detention. There is a disciplinary response to every unauthorized absence from class and lunch. Students who cut class are not permitted to make up work for the block they have cut. A class cut is defined as missing an entire class block (including scheduled lunch) without the teacher's permission. A class cut is defined as being 10 or more minutes late to class.

CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Substances prohibited by federal and state law.

2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

The Board prohibits (a) the use or ingestion, possession, distribution or transmission of controlled substances; (b) being under the influence of a controlled substance; (c) attempts to use or ingest, possess, distribute or transmit controlled substances; and/or, (d) assisting, aiding or participating in the use of ingestion, possession, distribution or transmission of any controlled substance during school hours, on School District owned or leased property or vehicles, or at any school-sponsored activities, or during the time spent traveling to and from school and school-sponsored activities.

The Board also prohibits (a) the possession, use, or distribution or transmission, (b) attempts to possess, use, or distribute or transmit, and/or (c) assisting, aiding or participating in the possession, use or distribution or transmission of drug paraphernalia.

Violation of this policy will result in suspension from school and all school activities. A formal board hearing may be held which may result in the student being expelled from the Saucon Valley School District.

*It should be noted that the placement in an alternative educational setting is not the equivalent of expulsion.

Students in violation of this policy will be reported to civil authorities for appropriate legal action.

In each case, questionable substances found in the possession of any student will be forwarded to the State Police for analysis via the Lower Saucon Police Department.

Confiscation will occur when there is a reasonable suspicion that a student is in possession of controlled substances or drug paraphernalia, and there exists an obligation to search for and seize controlled substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, bookbags, books and other personal property. Except in emergencies, efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

The circumstances involved with each controlled substance related incident will be carefully evaluated to help insure that concern for the health and welfare of the individual as well as the entire student body, is reflected in the final disposition of each case.

Students seeking self-help and/or students seeking help for a friend will be guaranteed that strict confidentiality will be maintained to the extent permitted/required by law regarding the problem and/or the source of information.

Students, parents or guardians, staff members or any other community member is able to refer any student to the High School Student Assistance Program.

See Saucon Valley School District Board Policy #227

DRESS AND GROOMING

1. Undergarments are not to be worn as outer garments. Undergarments are not to be exposed in any way.
2. Tops may not be low cut or exposing. Bare midriffs are not permitted. Halter-tops, mesh tops, muscle shirts, tube-tops, crop tops, or see through blouses may not be worn.
3. Pants, shorts and skirts must be worn at the waist. All shorts and skirt hems must be no higher than the bottom of the fingertips with arms fully extended.
4. Articles of clothing or tattoos bearing inappropriate slogans, pictures or messages relating to but not limited to alcohol, tobacco, drugs, violence, or sex are not allowed within the school. Slogans with double meanings are not allowed. Tattoos violating this rule must remain covered at all times.
5. Torn and/or ripped clothing is not permitted. Any jeans/pants/skirts/dresses that have holes or are torn above the mid-thigh revealing skin is inappropriate and will have to be covered or changed.
6. Hats, caps, bandannas, headbands, scarves, visors, sweatband, sunglasses, and other similar articles are not to be worn during the school day unless there is a verified and valid medical or religious reason. These items are to be stored in lockers and not carried to classes.
7. Students are not permitted to wear or carry coats and jackets to class. Jackets are defined as a short coat extending to the hips, a front opening, and long sleeves and heavy winter coats. These items must be stored in lockers. Refusing to abide by this will be considered insubordinate.
8. Excessive body jewelry can pose a hazard to yourself and to others, and are, therefore, may not be worn while participating in physical education classes or other activities as determined by the school administration.
9. Students may not wear destructive clothing, jewelry, footwear, or other apparel that may cause damage to school property, or pose a threat to the health, safety, or welfare of the school community. Heavy gauge chains or choke collars may not be worn at any time.
10. Footwear must be worn at all times, and must be appropriate to the situation. Teacher discretion for classroom situations.

11. Styles of dress and appearance not mentioned in these guidelines will be dealt with on an individual basis by the Principal or Assistant Principal.
12. If inappropriate clothing is worn, the student will be removed from the normal school routine until appropriate clothing is acquired or brought to school by the parent. Student will be assigned to in-school suspension until proper clothing is acquired.

Any student who repeatedly violates the above rules will be referred to the office and will be assigned the appropriate disciplinary consequences. If it continues the action will be considered insubordination.

ELECTRONIC DEVICES

The possession and use of cellular phones and other electronic devices in school by students has reached epidemic proportions and subsequently is being addressed by schools across the Commonwealth. We too, have seen a dramatic rise in the flagrant and blatant use of cell phones and other electronic devices at Saucon Valley. It is with this in mind that the following guidelines are given to assist faculty and staff in halting the use of cell phones and other electronic devices in our school.

All cellular telephones or other electronic devices carried by students must be deactivated and stored in administratively designated areas (locker, book-bag, or purse) during the regular school day. Students are prohibited from using cell phones/electronic devices, to include receiving or sending voice or text messages, operating a camera feature, operating an audio or video recording feature, as well as activating any other type of communication device functions except in unique circumstances with prior approval from an administrator during the school day (7:40a.m. till 2:25p.m.). The school district assumes no responsibility for lost or stolen cellular telephones or communication devices or other electronic devices

Because of the distraction these devices cause in the educational setting we will no longer tolerate those devices being out and in plain view. If the device becomes visible at any time, the faculty and staff are to confiscate the device from the student.

Procedure

- Cell phones and other electronic devices are to be out of view and stored in the student's assigned locker, bookbag or purse.
- Cell phones and other electronic devices are to be turned off and properly stored while students are in school.
- Cell phones and electronic devices will be confiscated the first time a student has one in plain view or uses one in any way.
- If the student refuses to hand over the device contact administration.
- A copy of the cellphone policy is to be placed in the student discipline file, and a copy given to the student.
- Confiscations of the devices require the device to be turned in at the office of the Assistant Principal.

- Habitual offenders of the Electronic Device policy and procedure will be subject to Level III Discipline and run the risk of receiving an In-School or Out-of-School suspension.
- It is the responsibility of the faculty, staff and Administration to implement and enforce this policy and procedure.

Cell phones are in use when a student is talking, text messaging, checking time, using as a calculator or recording audio or video, and taking digital photos.

A serious violation such as taping a lewd act and/or disseminating inappropriate photos may lead to expulsion.

If you must contact your child please call the main office and the staff will be glad to pass on any message. Please note that students can use their cell phones beginning at 2:25 p.m.

Failure to turn over cell phone to any staff member including teacher, secretary, custodian, aides, and administrator will be considered insubordinate and could result in a suspension/expulsion or disorderly conduct citation. Three referrals for insubordination will result in an arrest.

Cellphones confiscated by staff will be turned into the office and recorded in a log book. First offense, the cellphone will be returned at the end of the day and the student must serve an after-school detention. Second offense, student's cell phone will be confiscated and the student must serve a two-hour Saturday detention. Third offense, the student's cell phone will be confiscated and the student must successfully serve a four-hour Saturday in order for cellphone to be returned. From the second offense on all cellphones will only be returned once the student has successfully completed the mandatory Saturday detention.

HALL BEHAVIOR & PASSES

When passing in the corridors, always keep to the right. Movement in the halls must be quiet and orderly. Keep the halls clean.

You are not permitted in the halls during class time unless you have a signed pass permission from the teacher or lavatory pass.

The school community is not the place for prolonged public displays of affection. If students are addressed by an adult and told to move on to the next class or separate then this simple request must be followed. Refusal to abide by this request will result in an office referral.

HEADPHONES

Students must not wear headphones/earpieces while in the hallway. On an individual basis, teachers may permit the use of headphones as it pertains to the course of study, (e.g., foreign language cassettes, etc.).

INSUBORDINATION

All students are expected to respond promptly, respectfully, cooperatively, and honestly to Saucon Valley School District faculty, staff, and administrators. Students must give their name when asked by a faculty member, staff member, or administrator.

Insubordination is defined as an act of disrespect or disobedience of authority. Lines of authority are absolutely necessary to the successful operation of a community. The teachers, administration, and support staff are the authority to which students are responsible in the school community.

Insubordination on the part of a student will be referred to the administration immediately. Insubordination will result in disciplinary action, as well as removal from the situation in which it occurred.

First offense, Saturday detention. Second offense, 3 day ISS. Third offense, 5 or 10 day OSS and informal discipline hearing with administration.

Students involved in further acts of insubordination can be placed at an alternative school, cited for disorderly conduct, and/or will be referred to the Superintendent of Schools for further disciplinary action such as expulsion.

LEAVING SCHOOL WITHOUT PERMISSION

Once a student arrives on school property, the student must remain on school property until the end of the school day. All students leaving school before the end of the regularly scheduled school day (other than career/work study students) must have the written permission of a parent/guardian. Students must give these written requests to the attendance office no later than block one on the morning they plan to leave early. Emergency leaves may occur with verbal permission from a parent or guardian via the telephone with health staff or administrative approval. Students may not leave the campus without permission from a parent and authorization of an administrator or the school nurse.

Each incident will result in a mandatory 3 day ISS.

Students who leave the building and/or the school premises and return are subject to a search of the student and the vehicle in which the student returned.

LEVELS OF BEHAVIOR

Level I: Description of Behavior

These are student misbehaviors that impede orderly classroom procedures or interfere with the orderly operation of the school and/or school sponsored activities. The following is a listing of possible Level I type infractions:

Disrespect, cheating, using abusive or obscene language toward another, non-defiant failure to complete an assignment or carry out directions, truancy, disruptive behavior, cutting class, cafeteria problems, leaving school without permission, inappropriate use of computer and/or network facilities, possession of a lighter or matches.

Any of the below consequences could be issued depending on the seriousness of the infraction or the number of times it has occurred.

Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior

Repeated misbehavior requires a student conference with the staff member and, upon written referral to a building administrator, is recorded in the disciplinary files.

Law enforcement officials are contacted for repeated violations.

Level II: Description of Behavior:

This type of misconduct is more frequent or more serious in nature and tends to disrupt the learning climate of the school. The following is a listing of possible Level II infractions:

Fighting, minor vandalism, theft of tangible or non-tangible property, forgery of notes/parking permits, verbal harassment, bullying, threats to others, irresponsible use of a motor vehicle, abusive/obscene language used toward a staff member, insubordination, possessing or use of any tobacco product (the student will be cited for having it as well), repeated Level I infractions.

Any of the below consequences could be issued depending on the seriousness of the infraction or the number of times it has occurred.

Procedures:

1. The student is referred to the administrator for appropriate disciplinary action.
2. The administrator meets with the student and/or teacher and notifies the parent/guardian about the student's misconduct and the resulting disciplinary action.
3. A parental conference may be held.
4. The teacher is informed to the administrator's action.
5. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
6. There is a restitution of property and damages if applicable.
7. Law enforcement officials are contacted for repeated violations.

Level III: Description of Behavior:

This misbehavior involves acts that result in violence or damage to another person/persons or property or that pose a threat to the safety of others in the school. Infractions include a continuation of Level I and/or Level II violations, which have failed to be curtailed through previous consequences. These acts often are criminal and/or are so serious that they always require administrative action that results in the suspension of the student from the school, intervention of law enforcement authorities, and possible expulsion by the Board of School Directors. The following is a listing of possible Level III infractions:

Extortion, bomb threat, false fire alarm, possession/use/transfer of weapons, assault/battery, theft/possession/sale of tangible or non-tangible property, arson, major vandalism, controlled substances and /or paraphernalia or violations.

Procedures:

The administrator verifies the offense, confers with the staff involved, and meets with the student.

The student is removed from the classroom environment; parents are notified.

Referral is made to the Superintendent of Schools.

Law enforcement officials are contacted.

A complete and accurate report is submitted to the Superintendent for possible School Board action.

POSSESSION/USE OF TOBACCO

Use of tobacco is not permitted in the school building, school grounds, school buses, bus stop, school sponsored activities or events, nor during the student's travel to or from school. Recent medical evidence substantiates the need for this school regulation. Evidence points to the fact that the younger a person is when he/she begins to use tobacco, the greater the chance that physical damage may be done. Therefore, any offender student caught in possession of tobacco or using tobacco in any form, on school property, during travel to or from school, or in a school bus will be referred to the local magistrate, subject to the following:

First offense, attend a mandatory Alternative to Suspension Program, held one Saturday every month in Bethlehem through the American Lung Association. Facilitated by the Center for Humanistic Change.

Failure to attend will result in a three day in-school suspension and a citation sent to the local magistrate. Additional tobacco violations will result in in-school or out-of-school suspensions and citations.

SALE OF TOBACCO

It is against the law to sell or provide tobacco in any form to a minor under the age of 18 years. Violators will be referred to local magistrate for enforcement of Act 168.

SCHOOL PROPERTY

Saucon Valley Senior High School is a beautiful addition to our community. It represents a large investment and is intended to serve all high school members or the community for many years to come. It is the responsibility of each and every student and staff member to take care of the building, to help keep it clean at all times, and to avoid any damage.

Anyone found damaging, defacing, vandalizing or destroying school property must pay for damages to repair or replace said property. In addition, a student

can may be assigned in-school suspension or suspended from school or expelled depending on the severity. Lastly, students can be subject to a fine, and/or reported to the juvenile authorities and local police.

STUDENT IDENTIFICATION

Students must wear their photo identification cards upon entering the high school and must be clearly displayed throughout the school day attached to a lanyard supplied by the school. If a student loses their ID card then they must pay \$5.00 replacement charge. Must order a new card at the main office. A lanyard will be supplied to each student at the beginning of the year at no cost. Failure to wear proper identification around the neck using the red lanyard will result in an after-school detention. This detention will be issued by staff, teachers, or administration in classrooms, hallways, and other areas of the high school or district campus. Repeated failure to wear identification will be considered a security risk and insubordination.

EDUCATIONAL TRIP GUIDELINES

The Board believes that student must be in regular attendance in order to benefit fully from the educational programs and services offered by the district.

In accordance with basic School Board Policy, it is possible that family trips for educational purposes and educational tours can be considered as excused absences for students.

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student if the following conditions are met:

1. The pupil's parents or guardian at least five (5) school days prior to the trip submits to the school principal's office a written request for the excusal on a district form (available in the attendance office or on the website).
2. The pupil's participation on the trip or tour has been approved by the school principal.
3. At least three (3) school days prior to the first day of student absence resulting from trips, the student or parent must present to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence.
4. The parent accepts total responsibility for the education of the student during the period of absence. The parent recognizes that classroom experiences cannot be duplicated and the vacation absence could place that student at an academic disadvantage. Such responsibility includes, but is not limited to, monitoring the completion of all assignments and the preparation/availability of all assignments for submission to the teachers on the first day the student returns to school.

FAMILY VACATIONS

By State Law, family vacations cannot be classified as legal absences from school. Although we cannot legally excuse you for such trips, we cannot and would not prevent you from accompanying your parents on the trip. However, you and your parents should be aware of the following:

1. You are responsible for all missed work.
2. Your parents may be served a “Legal Notice of Absences if the absence from school is for three (3) or more days (Note: the “first notice” does not carry a fine, but future illegal absences may require payment of a fine.)

Parents are advised to notify the school, in writing, well in advance of the planned trip, in order to possibly be deemed “an educational trip” by the principal/assistant principal as described above. If a student has a history of poor attendance, etc., the administration may not approve the trip and the absences will be recorded as illegal/unexcused days

Final Exam Policy:

Rationale

The amount of material that students know, understand, and retain for use in subsequent course work and testing will be increased if students study progressively, are asked cumulative questions on periodic tests to provide feedback on their comprehension and retention, and are asked to achieve a minimum final exam score before being promoted to more difficult course work. If the student was demonstrating appropriate progress in achieving course goals during the course of the semester but falls short of demonstrating cumulative mastery on the final exam, additional study and work with the teacher may develop long term mastery.

Procedures Regarding Final Exams

1. Students will be asked to answer cumulative questions on “chapter” tests during the course of the semester to assist in the development of long-term mastery.
2. Students will be expected to demonstrate mastery of essential content and tie together information in a cumulative and comprehensive way on the final exam. The course average will be determined by assigning a weight of 20% to the final exam. If a student meets or exceeds the 65% minimal level of mastery on the final exam and has an overall passing average for the course, s/he will automatically be granted course credit.
3. If the student has an overall passing average after taking the final, yet fell short of 65% mastery on the final exam, the computed course grade will be held in reserve and the student will initially receive a course grade of “I” (Incomplete) on his/her report card. The course grade will be held in reserve until the student demonstrates acceptable course mastery on the final exam.
4. A meeting with the teacher, parent, student and counselor may be called to determine the most appropriate response to the Incomplete. The outcome of this meeting may include a simple

retake of the final exam, a retake after more help from the teacher, a retake after significant help in Saturday morning sessions or a retake of the course. If the student has an IEP, a special education teacher will also attend the meeting and the IEP will be reviewed.

5. Upon satisfactory demonstration of cumulative mastery, the course grade that was held in reserve will be placed on the transcript.
6. If a student were still struggling after taking advantage of the extra help sessions and multiple attempts to achieve 65%, a meeting of the student, parent, teacher, counselor and principal would be reconvened. At that time, factors such as the course's impact on the student's future academic plans and the teacher's documentation of the student's effort including participation in any help sessions will be considered. No student who has progressed to this point and is truly trying will fail the course. A team decision that is in the best interests of the student will be rendered including whether or not the student will get credit for the course.
7. Seniors who are eligible for a retake, yet because of time constraints, are unable to appropriately schedule one in advance of commencement exercises, will be permitted to participate in commencement, but will receive their diploma insert after meeting requirements during the summer.

Final Exams:

Final exams will be given to all students in core subjects as identified by the principal and faculty.

1. They are a means of evaluation.
2. They also provide new learning.
3. They provide a summary of his/her learning.
4. They will prepare the college-bound students for their college exams.

The following policies and procedures would be observed by everyone:

1. The exams will be a minimum of 1 to 2 hours in length with a break between exams. Students will return all books and materials to their teachers at this time.
2. The graded exams will be returned to the students by the teacher. The teacher will go over them during class periods.
3. The final exam mark will be weighted 20% of the student's grade in each subject. (2 quarter grades averages with the final grade equals final grade for 1 credit course; 1 quarter grade for .5 credit course.)
4. Students are to report to school when they have a final exam. Vo-Tech students are to report to Vo-Tech if they do not have a final exam.
5. Students taking semester courses will have final exams during their regular class periods at the end of the second or fourth quarters.
6. If a student is absent on the day of a final exam, a doctor's excuse must be provided or the student will not be

permitted to make up the exam. A personal emergency approved by the school administration would also be a valid reason to take a make-up exam.

*Students will receive an updated final exam schedule as the 2009-2010 school year unfolds.

FINANCIAL OBLIGATIONS

Financial obligations of students must be met promptly.

Any equipment lost or misused must be paid for by the students who are responsible for it. If items are stolen then they must be reported to the main office immediately.

All athletic equipment, band uniforms, musical instruments, textbooks, etc., issued to students must be signed out, and when the season is over or the student is finished using it, it must be returned, at which time it is checked for damage or misuse.

Each student who fails to turn in an assigned textbook, supplemental book, or any other equipment associated with academic/sports/musical/extra-curricular activities will be responsible for replacing it at full value deemed appropriate by the high school.

Failure to turn in items that were lent to a student will result in a phone call from the teacher/coach/director to inform parents. The student's name will be given to the office to be placed on the outstanding debt list.

Failure to pay for damaged or lost school property within two weeks following the end of a quarter or a semester may result in the following consequences to include but not limited to the loss of driving privileges, participation in extra-curricular activities and sports, and/or prom privileges.

Seniors failing to pay outstanding debts may lose senior lunch privileges and transcript requests will not be honored unless all financial obligations are satisfied.

Failure to pay for damaged or lost school property may also result in a referral to the district magistrate.

FIRE DRILLS

Fire drills are conducted regularly throughout the school year. The fire alarm signal is the continuous ringing of the fire alarm bells in the corridor. Fire drill routes are designated by signs posted in rooms.

At the ringing of the fire alarm bells, students must leave their classrooms at the direction of the teacher and proceed immediately along the fire drill route. The lines should continue until far enough away from the building so that fire apparatus may function.

These additional procedures will be followed at all fire drills:

- Silence should prevail during the entire drill.
- There should be no running during the drill. Walk briskly without hurrying.
- Students will **not** visit lockers in transit.
- An **attendance check will be taken** after exiting the building.

FUND RAISERS

The following guidelines shall be used by any school group or organization that wishes to engage in fundraising activities during the school year:

1. Each organization/club must submit a fundraising form to the Advisor prior to the start of any sales campaign. (Forms will be distributed to all faculty members at the start of the school year.)
2. A school-wide calendar that will govern the scheduling and operation of all fundraising activities throughout the school year will be established.
3. No school group or organization may start any fundraising activity without the final approval of the building principal or his/her designee.
4. There may not be more than two (2) fundraisers started per month. Fundraisers will be scheduled so that only one sales campaign is conducted at a time.
5. No fundraiser may exceed more than two weeks in duration (direct sales). Exceptions to this guideline are at the discretion of the Advisor.
6. Throughout the school year, it may be necessary to give certain groups or organizations priority regarding product selection and the scheduling of sales campaigns.
7. Students are prohibited from conducting sales during the instructional part of the day. Student sales are to take place only during a homeroom period, lunch, and before/after school. It is the responsibility of the classroom teacher to enforce this policy.
1. Each club/organization is encouraged to sell only quality products for fundraising purposes. Any questions/concerns regarding the suitability of a particular product(s) should be brought to the attention of the Advisor before proceeding.
9. Faculty members are to refrain from meeting with sales representatives during the instructional part of the day. All meetings are to be scheduled by appointment only.
10. Any questions/concerns regarding any aspect of fundraising should be brought to the attention of the Advisor. All decisions that will be made will be those in the best interests of the entire student body and which contribute to the efficient operation of the Senior High School.

Grading, Progress Reports and Honor Roll:

Report cards are issued four times a year, at the end of each quarter. Every mid-quarter, the faculty gives notices to students who are in **danger of failing** a particular subject as a means of warning them in time to correct the situation. Many teachers have more specific policies notifying students of their academic progress and these policies are listed in the teacher's classroom policies handout given at the start of the class. **Parents are encouraged to contact the teachers** by phone or email to check on a student's progress or schedule a meeting to meet with teachers and/or counselor. In addition, parents can contact their son/daughter's counselor to learn how to access the new student management computer system known as Powerschool.

To reach a teacher's voicemail box, call (610) 838-5259 and follow the instructions provided. Teacher's email addresses can be accessed through the District Website.

Honor Roll is posted on a quarterly basis. **Honor Roll criteria are as follows:**

Highest Honor Roll	4.0 or above	quarterly GPA
High Honor Roll	3.5 to 3.99	quarterly GPA
Honor Roll	3.0 to 3.49	quarterly GPA

GRADING PROCEDURES

Grades are symbolic messages to colleges, employers, students, and parents that indicate the student's mastery of a subject. Grades come from evaluations of student's work and knowledge. Teachers use many different indicators of mastery to arrive at the most accurate evaluation of mastery, realizing that indication will vary with the nature of the subject and its level of difficulty. At the beginning of each course, teachers will give students a grading policy which is consistent with school-wide guidelines, but adapted for the specific course.

Although symbols are the only reports made of a student's work, there is an underlying scale of 0-100 that indicates the relative percentage of work completed correctly. Grades for course completion will be the average of the numerical grades or of the letter grades, depending upon the course grading policy.

Teachers must be consistent, fair, honest, and as objective as possible. Above all, teachers should **be sure that the student understands why he/she received a certain mark**. All test scores should be recorded so that marks can be easily explained and justified, if necessary. In addition, all graded material must be entered into Powerschool in a timely manner. The final mark should be based upon class participation, outside assignments, quizzes, examinations, and class projects or any other criteria the teacher explains to students. Final examinations are given at the end of a quarter for a quarter-long course, or at the end of the semester if it is a semester-long course. See "Final Exam Procedure."

Grading Scale

Grade	Numerical Range	Grade points Regular	Grade Points Honors/AP
A+	97-100	4.33	5.33
A	93-96	4.00	5.00
A-	90-92	3.66	4.66
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.66	3.66
C+	77-79	2.33	2.33
C	73-76	2.00	2.00
C-	70-72	1.66	1.66
F	55-69	0.00	0.00
F-	54 or less	Not eligible to attend Summer Learning Academy	

Graduation Requirements:

The specific requirements for graduation from Saucon Valley High School are listed in the Program of Studies booklet, which is issued to students each year.

The class of 2009, 2010, and 2011 need 27 credits to graduate.

- By the end of the Freshman year, a student must have 4 credits (including one math and one english).
- By the end of the Sophomore year, a student must have 11 credits.
- By the end of the Junior year, a student must have 19 credits.

The class of 2012 needs 28 credits to graduate. Credits required to move to the next grade level are as follows:

- By the end of the Freshman year, a student must have 4 credits earned to move to 10th grade.
- By the end of the Sophomore year, a student must have 12 credits earned to move to 11th grade.
- By the end of the Junior year, a student must have 20 credits earned to move to 12th grade.

Students who have not earned 27 or 28 credits by graduation may not participate in the graduation ceremony. Credits could be earned in summer school and students would receive their diplomas at the successful completion of summer school coursework. In other cases, the student may have to return to high school the following year for one or two semesters to earn the required credits.

GUIDANCE DEPARTMENT

The Guidance Office offers a number of services to support students in their educational development, social/personal development and career/post secondary education planning and development. Students are seen at least once a year by their counselor to review their educational plan and review their credits for graduation. Students may make an appointment to see their counselor as the need arises.

The Guidance Office maintains a LINK on the Saucon Valley School District Website, which has current information on programs sponsored by the Counseling Department, registration deadlines for PSAT/SAT and other deadlines, scholarship information, and other significant information. This information is also posted in classrooms or is on the Daily Announcements.

COLLEGE ADMISSIONS TESTS

SAT Registration:

The SAT is offered seven (7) times a year at high schools throughout our region. It is offered once a year, in the spring, at Saucon Valley High School. Students may pick up a Registration Bulletin in the Counseling Office. Registration forms must be mailed to the College Board by the posted deadline. Students may also register on-line through www.college.board.com.

ACT Registration:

This alternate assessment to the SAT is offered six (6) times a year. Saucon Valley High School is NOT a test site. Registration packets are available in the Counseling Office and must be mailed to ACT by the posted deadline. Students may also register on-line through www.act.org.

PSAT Registration:

The PSAT is offered once a year in October. All college bound JUNIORS are encouraged to take this assessment in preparation for their SAT or ACT. Registration and payments will be accepted in the Counseling Office. Check our Website and listen to the daily announcement for the annual test date and registration deadline.

COLLEGE PLANNING

College Visits:

Students are permitted up to three excused absences for college visits. Students are encouraged to do initial college visits during summer vacation. Permission slips for college visits are available in the Counseling Office. A completed permission slip, requiring the signatures of each of a student's teachers as well as a parent or guardian, must be returned to the student's counselor AT LEAST ONE DAY BEFORE the scheduled absence. Students should obtain a slip from the Admission Office indicating their visit was completed and return this form to their counselor.

Guidelines for Early College Admissions:

It is the belief of this school that there is great value to a student, academically, socially and emotionally, in completing his/her senior year of high school. There are certain instances, however, when an individual student may benefit by attending college on a full-time basis during his/her senior year of high school. Each student who wishes to be considered for this privilege must be reviewed on an individual basis and must show evidence of academic and

social maturity as well as fulfill all the obligations determined by the high school.

1. A student may be considered for early college admission for all of his/her senior year. This must be on a full-time basis.
2. The screening committee's expectation is that accumulated credits involve the most rigorous academic program available in the high school.
3. A student applying for early college admission must have a cumulative average of 3.75 at the time of application.
4. All requests for early college admission consideration will be reviewed by a screening Committee composed of the Assistant Principal, two School Counselors and two Classroom Teachers appointed by the Principal.
5. The screening committee will ask teachers to submit their evaluations and recommendations regarding the student being considered for early college admission.

Procedural Steps for Early College Admission:

1. The Student must submit a statement outlining why s/he wishes to be considered for early college admission and what advantages s/he feel can be obtained. The student should include in this statement a proposed course of study and the college offerings. Statements should be submitted before completion of the student's Junior year.
2. The student must submit a letter from his/her parents or guardians requesting that the student be considered for early admission.
3. After the above documents are submitted, the Screening Committee will conduct an interview with the student's parents/guardians.
4. After the Screening Committee reviews the student's academic records and teacher recommendations, it will recommend to the Principal either approval or disapproval.
5. The Principal will make the final decision and notify the student in writing regarding the outcome of the early college admission request.
6. If the request is approved, the student must obtain a letter from the post-high school institution attesting to the approval of his/her college admissions.
7. The Saucon Valley High School diploma will be awarded when the student has presented the official documentation that s/he has successfully completed the equivalent of four years of high school course work.

Letters of Recommendation:

Many colleges require two letters of teacher recommendations. It is the student's responsibility to ask teachers to write letters of recommendation. We

encourage you to give the teachers several weeks advance notification as well as all pertinent information so teachers can write an informed recommendation.

College Selection Process:

College admissions is an ever-changing field. Our counseling staff will try to keep you informed of new trends and changes in application procedures through our website and evening workshops. The dates of these workshops are listed on the district calendar.

We encourage students to apply to colleges by Thanksgiving of their senior year. We have information available on admissions options, college athletics, essay writing, financial aid, college visits, college testing, etc., available upon request.

College Representatives:

Many colleges send representatives to our school to talk with prospective students. These visits are a great way to find out more information about the college/university as well as demonstrate to them your potential interest. Dates of the Rep visits are posted in every classroom. Please sign up at least one day in advance to meet with a representative. The sign up sheet is in the Counseling Office. You will receive a pass at this time and are excused from class, unless you have a test that block.

Scholarships:

The counselors will provide students with a list of websites with scholarship information. In addition, the Counseling Office publishes a list of scholarships that sponsors send to us. This list is posted in every classroom and is updated approximately once a month. A listing is also available on our website.

Transcript Policy:

Colleges will want **official** high school transcripts. This means that the transcript must be mailed directly from our office to the college. It cannot be given to the student or parent. **Unofficial** transcripts are available to students. Students wishing an unofficial transcript should make their request to their counselor at least *three days in advance*. Your transcripts include all courses taken in high school and your final grade in each course as well as the credit value. SAT scores, a student's cumulative GPA and class rank are also included. Eventually, PSSA scores may be listed.

To obtain an **official** transcript to be sent to the college, students must bring an addressed, stamped envelope to their counselor at least *one week in advance*. If you are applying to college "on-line," please be sure to bring your transcript request and any other paperwork required by the college to your counselor. Students applying with paper copy applications may find it beneficial to bring their completed application, application fee, essay, if required, and any requested teacher recommendations all together to their counselor, who will enclose an official transcript and counselor recommendation, too. Mailing everything together can avoid items getting lost!! An application of this type generally would require First Class postage stamps. Above all, follow the procedures listed by the college.

All outstanding debts must be settled in order for an official or unofficial transcript to be released.

Working Papers:

Students under the age of 18 are required by state law to have working papers. Working papers are available in the Counseling Office between 8:00 a.m. and 3:00 p.m. when the high school is open. A parent or legal guardian **MUST** be the person to bring proof of age, as required by the Commonwealth of Pennsylvania.

Proof of age can be a birth certificate, baptismal papers, passport or driver's license.

GYMNASIUM & NATATORIUM

The gymnasium and swimming pool areas are activity areas where precaution and general rules of discipline are extremely important.

1. Gym shoes **only** are permitted on the gymnasium floor, except for assemblies.
2. No one may use the gym or pool areas unless under the direct supervision of authorized personnel.
3. Bleachers are under the control of authorized personnel only. Students are not to open or close bleachers or folding doors at any time.
4. Food and beverages are not permitted in the gym or pool areas.
5. Other regulations pertaining to the gym and pool will be posted in the appropriate areas.

HEALTH (NURSE)

The Health Suite is located next to the Counseling Office. Our nurse is available in the building every day. If you feel ill or have an accident, secure a pass from your teacher and sign in with the nurse. When you leave the Health Suite, she/he will sign the pass, which you then give to the teacher whose class you are entering. **DO NOT go to the Health Suite between classes, but go to your next class and secure a pass from the teacher.** If the nurse is not available, report to the counseling office or main office where you will receive help.

Only first aid and emergency care are given at school. No aspirin or other medication may be dispensed by the nurse, except on written order from a doctor, dentist or parent.

Except in emergencies, parents are responsible for transportation of an ill or injured student.

The nurse works closely with the main office in checking your attendance. In the event of a serious accident, illness, hospitalization, or communicable disease, you should notify the attendance office.

All school accidents must be reported to the nurse, who gives first aid and emergency care and notifies your parent or guardian. The parent is advised to consult your family doctor for further treatment, if necessary.

HOMEWORK AND MAKE-UP REQUEST

It is the responsibility of the teacher and student to arrange for completion of make-up work if a student misses class. It is the student's responsibility to contact the teacher in order to make these arrangements. A parent/guardian may call their child's school counselor and request that homework be sent home for the student. Such requests MUST be made before 7:45 a.m. the day that the homework is to be taken home. Teachers will be notified of the request by via e-mail or by placing a homework request form in their mailboxes. Teachers will complete the form, attach any necessary papers, and place the form in the homework request mailbox on the counter in the office prior to 2:30 p.m. Parents, guardians, or fellow students may then pick up the homework from the box at the close of the school day between 2:30 p.m. and 3:30 p.m.

HONORS GRADUATES:

Seniors ranked in the top ten percent of their class at the end of the year will be recognized as honor graduates. They will receive an honor chord and be seated in the front row in acknowledgement of their academic achievement.

INSURANCE

Each year our school offers a very reasonable cost insurance plan which will protect students and parents from financial burdens which might be created by an accident in school. It will pay the medical bills within the limit outlines in the policy. Insurance brochures, thoroughly explaining the policy, are given to each student early in the year. Subscriptions are not mandatory.

If an accident occurs in school and the student has insurance, it should be immediately reported to the office where the proper insurance forms are available to make claims.

All athletes are covered by the school insurance in season at district expense. The student sports accident policy pays the first \$100.00 of eligible medical expenses. Additional eligible medical expenses will be paid only when they exceed the amounts paid by any other health care plan.

LIBRARY

Welcome to the high school library. Our collection consists of almost 14,000 books, 1,300 videos, and about 90 periodical subscriptions.

The library catalog is web-based and can be used from any computer with Internet access in or outside of school. In addition to searching the library's collection, the catalog will also provide a list of reliable websites on the topic searched.

Students also have both school and remote access to excellent online indexes and databases. Usernames and passwords are available in the library. The library teacher is available to assist in assignments involving research or in choosing materials for recreational reading. Each year, hundreds of new items are added to the collection. Use of the Access PA interlibrary loan system is encouraged. Visit and use your library often.

Library Hours:

The library is open each school day from 7:30 a.m. to 3:30 p.m., unless otherwise announced.

Circulation Procedures:

All regular circulating **books** may be checked out for two weeks. Students returning books late will be fined 10 cents per day, excluding weekends and school holidays. Books may be renewed providing no one else has requested that title or subject matter. **Reserve books** must be returned the following morning; if a student is absent, he or she should attempt to have the book returned by another student or a family member. Reserve fines are 25 cents per day. **Reference books** are for in-library use only; pages from these books may be duplicated on the library copier at no charge. Current issues of **periodicals** are read in the library while older issues may be borrowed for a two-week period and are subject to the same fines as books. **Videotapes** and **DVDs** are for in-library use only. **Inter-library loan materials** have at least a two-week loan period with an overdue fine of \$1.00 per day.

Lost or Damaged Materials:

Report lost books immediately. The library teacher will stop fines from accumulating and allow a week for you to find the book. Replacement cost plus a \$2.00 handling fee will be charged for lost materials.

Library Computers:

There are 30 computers available for student use. You will find programs including the library catalog, word processing, Ebsco Magazine databases, Associated Press Photo Archive, Student Resource Center, Access PA, and many other information sources. Playing of computer games and personal emailing is not permitted. Students are expected to follow the guidelines outlined in the district computer policy.

Library Atmosphere:

A quiet atmosphere is maintained in the library with allowances made to accommodate group assignments. Come prepared to work or do recreational reading. Do not forget to use the online library resources from home when the library is closed.

LOCKERS

In the beginning of the year freshmen and new students will be assigned lockers which they will use as long as they remain at Saucon Valley High School. Students must use the locker assigned and keep belongings in the book and coat compartments. The school assumes no responsibility for any items lost or stolen. All lockers should be kept locked and clean at all times. They will be inspected at the end of the year. It is recommended that valuables never be left in the school. Pictures and other items are not to be fastened on any part of the locker. These lockers are designed to serve the needs of many students for the years to come. Demonstrate good school citizenship in the care of your locker and in consideration for the rights of others. If a student's assigned locker has

grafitti, writing, symbols or any other item on the inside or outside of their locker then they are responsible for cleaning it when directed by a school official.

It is advised that students carry enough books and materials to get through several class periods, thus eliminating the need to return to it between classes. If there is a problem opening and closing the locker, students should come to the office immediately. Students may only go to their lockers before school or in between classes as long as this does not cause them to be late to class. Teachers may issue locker passes for emergencies.

School lockers are lent to students and as such may be searched by school officials whenever there is reasonable suspicion to believe the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the school. School lockers are subject to random searches.

See Saucon Valley School District Board Policy #226 Searches

LOST AND FOUND

Found items are kept in the office. Any loss of valuables or personal property should be immediately reported to the office. Personnel will notify students if the item is found. Similarly, any item found should be turned into the office immediately.

MONEY AND VALUABLES

Students are strongly advised not to carry large sums of money or to bring any valuables to school. If students must bring something of value to school one day, it should be turned in to the office for safe keeping.

When changing clothes for gym or swimming, valuables (e.g., watch, wallet, etc.) should not be placed in your gym locker, but given to the teacher. The school is not responsible for missing items.

NATIONAL HONOR SOCIETY – M.E. Illick Chapter

Criteria for Membership:

Membership in the National Honor Society is both an honor and a responsibility. Selection to membership will be based on a student having demonstrated excellence in scholarship, service, leadership and character. In addition, the student must have been in the Saucon Valley School District the equivalent of one semester. Students may apply for membership after the third quarter of tenth grade. The criteria for membership is the same for all students. Only those students applying for membership will be considered for selection into the M.E. Chapter of the National Honor Society. Students must meet the excellence criteria for each category as listed below:

Scholarship:

A student may first apply for membership after the third quarter of tenth grade if their cumulative average is at least 3.6. An eleventh or twelfth grade student may also apply if their cumulative average is 3.6.

Leadership and Service:

This is based on the student's participation in extra-curricular activities, community, and/or the classroom.

The student may exercise leadership in any of the following ways:

- Is resourceful in identifying new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in the responsibility accepted
- Volunteers dependable and well-organized assistance, is gladly available, and willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school or community
- Shows courtesy by assisting visitors, teachers, and students

Character:

The student's character is assessed by the faculty of the high school. All students being considered for membership will be presented to the entire faculty. If one or more faculty members deems the student as not worthy of membership, a Faculty Council will consider that student's character as presented by the dissenting faculty members and a decision will be reached by the Faculty Council. The student's character may be assessed by the following guidelines:

- Constantly exemplifies desirable qualities of personality.
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness, both inside and outside of the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.
- Good discipline record.

Dismissal of Members:

Membership in the M.E. Illick Chapter of the National Honor Society is an honor, but also it carries the responsibility of maintaining excellence in scholarship, leadership, service, and character. The same criteria used to judge selection into the chapter will be used to determine compliance with Society standards. We will not take dismissal lightly. If a member does not maintain the standards of the Society, the student will receive a letter stating exactly what he/she must do to maintain membership.

Scholarship:

The member is expected to maintain a 3.6 cumulative average. After each semester, the membership's cumulative averages will be reviewed and each member not maintaining the 3.6 will receive the appropriate communication. A member will have one quarter to bring his/her average up to the 3.6 cumulative.

Character:

Any member who commits a Level I disciplinary infraction that is handled by administration will receive a written warning. Upon the second Level I infraction, he/she will receive written notification that he/she will be placed on probation. If this second infraction is a Level II or III then the member will be dismissed. Upon the third Level I infraction, the member will be dismissed from the chapter.

Any member who commits a Level II infraction, will receive a letter of notification that he/she has been placed on probation; and that if a second Level II infraction or a Level III infraction is committed, the member will be dismissed from the chapter.

If a member commits a Level III disciplinary infraction, the member will be dismissed. If a member receives notification that his membership will be revoked, he/she may present their case before a Faculty Council. This must be initiated within a two-week period of written receipt of notification. If the Faculty Council's decision is to dismiss the student, the student and the student's parents will receive written notification.

If a student is on probation for a scholarship or character issue, the student will not be eligible to hold an elected office in the Chapter.

Any student who is dismissed or who resigns may never again become an Honor Society member.

PLAGIARISM and CHEATING

Saucon Valley High School Statement on Plagiarism

What Is Plagiarism?

- Using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness

- Inaccurate documentation either on the works cited list or in the parenthetical documentation
- Excessive quoting
- Sloppy paraphrasing

Penalty for Plagiarism:

In most schools and colleges, plagiarism yields a zero on the assignment and it definitely could impact passing or failing the entire course. If a teacher establishes the existence of plagiarism in any written work, he or she shall give the writer of the paper a zero (0) on the assignment. Plagiarism also is a Level II offense.

First offense will result in a zero and one day of ISS. Subsequent offenses will result in a zero and multiple days of ISS or any other consequence deemed appropriate by the administrator.

Ignorance of the rules about plagiarism is no excuse, and carelessness is just as bad as purposeful violation. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy.

Strategies for Avoiding Plagiarism:

1. To avoid plagiarism, PURPOSEFUL or INADVERTANT, you MUST give credit, which means you MUST use quotation marks and/or accurate parenthetical documentation whenever you use
 - ✓ another person's wording, idea, opinion, or theory
 - ✓ any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge
 - ✓ quotations of another person's actual spoken or written words
 - ✓ paraphrase/summary of another person's spoken or written words
2. Put in quotations everything that comes directly from the text, especially when taking notes.
3. Paraphrase, but be sure you are not just rearranging or replacing a few words. Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.
4. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
5. Check your source for accurate page number(s) and citation information.

Much of the preceding material is adapted with minor changes with the kind permission of Lisa Kurz (Indiana University) and Jane Bronfman (Capital Community College).

CHEATING

Cheating includes giving, requesting, obtaining information or answers on tests, quizzes, projects or any attempt to submit an assignment as one's own work.

First offense will result in one day of In-School Suspension (ISS). Subsequent offenses will result in multiple days of ISS or any other consequence deemed appropriate by the administrator.

Students found to be cheating on tests, quizzes, homework, papers, or any other assignment for assessment purposes will receive a "zero" grade on the assignment. In many cases, this "zero" will cause a student to receive a failing grade for a marking period or course.

National Honor Society members will be referred to the Chapter Committee.

Students are to submit work which is solely their own because it is the ethical thing to do and because it helps teachers arrive at an accurate evaluation of each student's work.

PHYSICAL EDUCATION

Physical Education is prescribed by law for all students. Those who are unable to take physical education must present a note signed by a parent. Those wishing to be excused from physical education for an extended period of time must bring an explanatory note signed by the doctor. Teachers will inform the nurse and guidance counselor of this and Adapted Physical Education will be assigned in place of the regular class.

POWERSCHOOL

The Saucon Valley High School provides access for parents to view their child's student information via the internet. This will be provided on a secure website, protected by a secure username and password. Please fill out the consent form in the main office or contact your son/daughter's counselor.

PUBLIC TELEPHONES

There are pay phones located in the main lobby. These phones may be used before and after school, during lunch periods within guidelines, or at any public function in the school. Phones are to be used for an emergency, NOT AS A SOCIAL FUNCTION.

SCHEDULING PROCEDURES

In January the school counselors will begin the course scheduling process for the following year. Assemblies will be held, at which time course offerings will be described. Course selection sheets will be distributed to take home and

discuss with parents. Students will also be given a copy of a **Program of Studies** which the counselors have prepared to explain each course. Students should complete their course request form and bring it back to school. Parents can view student's requests with their Powerschool access. Students will receive their schedules in June. All schedule changes must be made by July 1st.

COURSE CHANGES

It is important that you choose your courses wisely. The policy for adding/dropping courses is explained in the **Program of Studies** handbook. Students must abide by the schedule change deadline.

SCHOOL TRIPS

School sponsored field trips are an important educational experience. Before planning such a trip, it first must be approved by the office. Then, every student must have a "permission slip," signed by his/her parents, and returned to the teacher involved. Students must make their own arrangements to have parents meet them at the school at the end of the field trip if the trip extends beyond the end of the school day. The time the bus is scheduled to return will be specified on the "permission slip." All school rules are in effect for the entire time of the field trip.

SENIOR LUNCH

Senior lunch is a privilege that is sponsored by the Student Government Association of Saucon Valley High School. This privilege allows seniors to leave the premises of the high school for their designated lunch period. Therefore, if any student receives an in-school or out-of-school suspension will lose this privilege for the duration of one semester or longer as deemed appropriate by the administration.

STUDENT EMANCIPATION

Under Pennsylvania Law, the determination of whether or not a child is "emancipated" does not depend on his/her age but on whether or not the child is self-supporting and whether the parents/guardians have disavowed any further responsibility for their child.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is an organization of elected student representatives and provides the following forum:

1. Address issues concerning students.
2. Strengthen communications among the faculty, administration, and students.
3. Offer an annual program of positive student-oriented social functions.
4. Develop community awareness through out-reach projects.
5. Train students in the responsibilities of citizenship.
6. Promote the welfare of all members of the school community.
7. Sponsor programs to raise, monitor, and direct student activity funds.

Elections are held annually for Student Government representatives and officers as well as class officers.

STUDENT STORE

One of the main projects of the Student Council is the operation of the Student Store, located across from the main entrance of the auditorium. The store is usually open before and after school.

SUMMER LEARNING ACADEMY

Students who fail an English, Social Studies, Science, Mathematics or Health course may make up the credit during Summer Learning Academy. The student must have earned a minimum score of 55% in that failed academic subject in order to be eligible for Summer Learning Academy. A fee is charged for each course taken during the six week summer session. Please refer to the Program of Studies for further details. Students who qualify for free and reduced lunch pay half the tuition.

SWIMMING

If students wish to be excused from swimming, they must bring a note signed by a parent or guardian. If the excuse is for an extended period of time, students must have a note from a physician. The teacher will then notify the nurse and school counselor, and the student will be assigned to the library for the block. **No one is ever allowed in the swimming pool unless the instructor is present and is supervising the swimmers.**

TEXTBOOKS

In most subjects, students will be issued a textbook which remains the property of the school district. They are responsible for that book, which is numbered and recorded in the teachers' notebooks. Keep your book in good condition by putting covers on them. In the event of loss or damage to the book, students must pay for the book. If the book is stolen, students must report it immediately to their teacher and the main office.

TRANSFERS

Any students who enters our school during the course of the year will be oriented by his/her guidance counselor and helped to make the transition into our school. His/her schedule will be arranged by the counselor. It is hoped that the students will make every effort to help a new student adjust to the new situation. In addition, each new student will be made aware of the school rules by providing them with a student handbook.

If a student intends to transfer out of our school into another school, he/she should first bring a note, signed by his/her parent/guardians, informing the office of the plans to transfer (date, place, name and address of school). The student will be issued a withdrawal form, which he/she must give to each of his/her teachers, the attendance secretary, and librarian to be signed, verifying the return of all school property. A transcript of his/her high school credits, a transfer card, and a report card will be given to the student after the form, which indicates that everything has been returned, is submitted to the guidance office.

VISITORS

All visitors must report to the attendance/greeter's office in order to be issued a pass, at the discretion of the attendance clerk/principal/assistant principal. Former high school students are welcome to visit during the holiday season, but they are not to disturb any teacher while a class is in session. Students are discouraged from bringing visitors to Saucon Valley High School.

VOCATIONAL-TECHNICAL STUDENTS

Approximately one hundred (100) students from our school also attend classes at the Bethlehem Area Vocational-Technical School. These students receive their academic subjects at SVHS for part of the day, then are transported to the Vo-Tech School for the remainder of the school day.

Anyone who is interested in becoming enrolled in the Vo-Tech School should discuss it with his/her counselor. There is a wide range of instructional areas offered in the technical school. Some of these areas include: Fashion Industries, Auto Body and Mechanics, Building Trades, Cabinetmaking, Commercial Art, Data Processing, Electronics, Food Service, Graphic Arts, Machine Shop, Cosmetology, Welding and others.

Vo-Tech students will be excused from Vo-Tech classes on a particular day if they are a direct participant in an activity. For example, cheerleaders who are enrolled in the Vo-Tech program may be excused from Vo-Tech classes for a Pep Rally to be held during the school day, **but fans may not be excused to stay for the Rally.**

WITHDRAWALS FROM SCHOOL

If a student wishes to withdraw from school, provided he/she is past the compulsory school age, he/she must bring a note from his/her parent/guardian to the guidance office. He/she will be issued a withdrawal form which he/she must take to each teacher, the librarian and the attendance office to be signed, verifying the return of all school property. Each student must also check with the main office to make sure all outstanding debts have been paid. Upon completion of the withdrawal form, he/she must return it to the guidance office. No records will be released to a future employer or school unless all financial obligations have been met. Each student who is withdrawing from school must complete an exit interview sheet upon leaving Saucon Valley High School.

YEARBOOK

The Saucon Valley High School Yearbook, called **The Reflector**, is an annual publication. It depicts the highlights of the school year and contains photographs of individuals as well as group and candid shots. All students are encouraged to purchase the yearbook.

ALMA MATER

Though we journey far asunder
All through this life,
Yet these hearts of ours grow fonder
All through this life,
For the High School, Alma Mater,
Where we spent our days together,
Laugh at stormy days and weather, Glad, care-free life.

From our hearts the world can never,
All through this life,
Drive that fondness out forever,
Out of this life,
Joys we are in memory keeping,
Fruits of school days always reaping,
Gratitude is never sleeping, All through this life.

As we reach the time of parting,
To go through life,
Onward, upward we are starting,
To go through life,
When the task of duty presses,
And when praise no more caresses,
May our High School help and bless us, All through this life.