

SAUCON VALLEY MIDDLE SCHOOL

Hellertown, Pennsylvania

Saucon Valley Middle School prides itself on its excellent educational program. As a middle school, we are guided by a philosophy that provides the framework for our beliefs and actions as educators as they relate to the emerging adolescent child.

MIDDLE SCHOOL PHILOSOPHY

We believe the CHILD is the center of the educational process. This educational process is designed to develop each CHILD's ability to make positive choices. Each CHILD will be empowered to be a responsible and respectful citizen of the middle school and the community.


We believe HOME provides the nurturing atmosphere that allows the child to develop towards his/her fullest potential supported by middle school cooperation and communication. HOME, in concert with the educational process, will foster the desire for life-long learning.


We believe the middle school TEACHER is a key influence to encourage active student participation, establish high expectations, enable student success, and foster life-long learning.

The teacher is most effective when working as an integral member of a small, specialized, and focused TEAM of caring professionals.

Qualities of a Learner

A student who is proud of his /her education strives to produce quality results and improve

 his/her knowledge at every opportunity by recognizing that learning does not stop when the school day ends; by using tools to organize, plan, and accomplish short and long-term academic tasks; and by taking pride and demonstrating maximum effort.

 A Quality Learner...

Uses tools to organize, plan, and accomplish short and long-term academic tasks

- Uses assignment book

- Attends class with assigned or required materials for the day
- Plans for long-term projects by chunking
- Manages his/her time for short-term assignments by prioritizing assignments



Takes pride and demonstrates maximum effort

- Turns in quality work, on time
- Sees teacher when absent to make up missed assignments
- Learns independently, cooperatively, or in diverse groups
- Follows directions
- Engages in active listening
- Provides constructive feedback



Produces quality results and improves his/her knowledge at every opportunity

- Participates in class actively, spontaneously, and productively
- Takes full advantage of all learning opportunities and resources, including study sessions, and remediation
- Produces work that is neat and organized
- Sets, achieves, and re-evaluates personal and group goals
- Maintains a positive attitude



TELEPHONE DIRECTORY

Main District Number.....610-838-7001

Middle School Office...Extensions 3701/3702

Attendance Office..... Extension 3710

Counselor's Office.....Extension 3708

School Counselors

Mr. Baldo Extension 3706

Mr. Heffelfinger Extension 3707

School Nurse.....Extension 3709

Middle School Fax.....610-838-7473

ACADEMICS

ACADEMIC TEAMS: Grade-level team teachers (e.g., 6th grade Respect Team) meet to share ideas, discuss student progress and hold parent conferences. Team members share responsibility for a common group of students (e.g., 6th graders) and thereby, have a sound basis for discussing the progress and needs of individual students.

REMEDIATION TIME: Monday through Friday the school will/may have an extended dismissal to 3:00 p.m. to include Remediation Time. Activities therein may include remedial work, homework completion, class work completion or any additional curricular related activities. If a student is assigned to Remediation Time he/she may use the elementary buses (space permitting), which leaves at 3:10 p.m. after securing a Remediation Time pass from the teacher. If the student fails to get on the bus at 3:10, there will be another bus available at 3:50. Parents may be assured that there is transportation available if their student must attend Remediation Time. If a student is not assigned to Remediation Time, he/she will be dismissed at 2:25 p.m.

Please Note* The buses that run at 3:10 and 3:50 are not for students involved in extra curricular activities or sports.

EXTENSION PERIOD: Students who do not elect to take Band and/or Chorus have the opportunity to select from a variety of extension classes. These classes, which extend and enhance the general curricula, are one marking period in length. See the School Counselor for additional information.

ATTENDANCE/TARDINESS

Federal law No Child Left Behind (NCLB) requires schools to maintain an average yearly attendance rate of at least 90%.

In addition, we believe strong attendance is essential for success at school, thus every effort should be made by the student to be here every

day that school is in session. Attendance is taken at 7:40 a.m.

A. ABSENCES

NEW PROCEDURE: Parents are requested to call **610-838-7001 extension 3710 to report a student's absence on the date of the absence. WITHIN THREE (3) DAYS** of a child's return to school the parent/guardian **MUST** submit a written note with the child's name, date of absence, reason for absence and parent/guardian signature. Failure to return a note within three (3) days will result in the absence being recorded an **UNEXCUSED**. Saucon Valley School Board considers the following conditions to constitute acceptable excuses for absence from school.

- a. Illness
- b. Quarantine
- c. Recovery from an accident
- d. Required court attendance
- e. Death in the immediate family

If the absence is excused, it is the student's responsibility to make arrangements with teachers as soon as possible to make-up the work missed. **If an absence is expected to occur for an extended period of time, parents should call the attendance office before 9:00 a.m.** and arrange for homework assignments. Whenever absent from school, a student **may not** participate in any school activity after school that day unless previous arrangements are made with the principal.

If an excuse is not returned within three days, a letter will be sent to the parents/guardians informing them that the absence will be recorded as **UNEXCUSED**.

If a student accumulates **2 UNEXCUSED absences**, a notice will be sent to the District Justice.

EXCESSIVE ABSENCES

If a student accumulates 5 EXCUSED absences, a phone call will be made by the

school counselor and/or a letter of concern will be sent home.

If a student accumulates 10 EXCUSED absences, a second letter will be sent home, immediately requiring that any further absences be accompanied by a doctor's excuse.

If a student continues to be absent, the absences will be **unexcused** and the procedure for unexcused absences will be followed.

B. EARLY EXCUSAL

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. If a student must be excused early a note must be presented to the attendance office the morning of the early dismissal. The note should include: (1) the date and time of dismissal; (2) reason; (3) parent's signature. The secretary will issue an *early dismissal* slip, which must be presented to the teacher for signature at the time of departure. If the student returns to school the same day, he/she is to report to the middle school **attendance** office before going to class. **Parents must sign their child out in the K-8 attendance office.**

C. EARLY MORNING APPOINTMENTS

For an early morning appointment (e.g., orthodontist, doctor) **a note should be presented on the day prior to the appointment or a telephone call should be made to the office the morning of the appointment.** The office will be open at 7:15 a.m. A message may also be left on the voice mail.

D. FAMILY EDUCATIONAL TRIPS

Saucon Valley School Board believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the district. In accordance with School Board Policy, family trips for educational purposes and educational tours are considered excused absences.

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

1. The pupil's parents/guardians submit to the office a written request for the excusal on a district form at least (5) school days prior to the trip.
2. The pupil's participation on the trip/tour has been approved by the principal.
3. The student or parent presents to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence at least three (3) school days prior to the first day of 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 absence could place that student at an academic disadvantage. Such responsibility includes, but is not limited to, monitoring the completion of all assignments and their submission to the teachers on the first day the student returns to school.
5. Please do not schedule vacations during PSSA testing weeks. (See District Calendar)

E. FAMILY VACATIONS

According to state law, family vacations cannot be classified as legal absences from school. Although not legally excused, SVMS cannot and would not prevent students from accompanying parents on the trip.

However, please be aware that (1) you are responsible for all missed work; (2) you may not have the opportunity to "make up" tests and (3) parents may be served a *Legal Notice of Absence* if the absence from school is for three 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, to be deemed “an educational trip” by the principal as described above. The form is available in the K-8 Attendance office or on the district website

F. **TARDINESS TO SCHOOL**

Arrival at school after 7:40 a.m. requires the student to report to the middle school attendance office for a tardy slip before entering class. A verbal parental confirmation or a tardy slip, which is to be completed by the parent or guardian, must be returned to the homeroom teacher the next school day. After the fifth tardy (not necessarily consecutive days), a letter will be sent to parents/guardians informing them of the tardiness. Additional tardies may result in assigned team detentions and/or parent conference. Students who arrive at school after 9:40 AM without lawful excuse will automatically be assigned an after school detention to be served the next day.

G. **TRUANCY**

If a student is illegally absent from school he/she will receive a “zero” for work missed during the truancy. The student is required to make-up the time missed by attending after school detentions. Continued infractions may result in referral to the magistrate.

CURRICULAR REVIEW / EXEMPTION FROM INSTRUCTION

Parents who wish to have their child excused from instruction on a topic or an assessment that they consider being in conflict with their religious beliefs or moral principles must submit a written request to the principal. Parents can request copies of the relevant School Board Policy and Procedures through the school office.

Animal Dissection – Right of Refusal

As stipulated in Section 1522 of the Pennsylvania School Code (added by Act 88 of 1992), a student may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof, as part of their course instruction.

COURSE REGISTRATION

Students will be given a booklet each spring that explains and describes briefly the courses required at each grade level. School counselors will discuss the selection of courses with all students in groups and, if need be, individually. Course registration requires a parent signature on the Course Registration Form.

Initial course assignments communicated in May/June may be revised upon receipt of PSSA scores in July.

FIELD TRIPS

During the year, students may be given the opportunity to attend a grade level field trip. It is our desire to make this trip enjoyable for as many students as possible.

On these trips, it is of utmost importance that students stay with their chaperones, cooperate with those in charge, obey all rules, be on time, and be considerate of other students and adults. We cannot take the chance that a student will leave his/her chaperone on these trips, and we certainly will not accept defiant behavior.

Since we cannot take the chance of one student’s actions causing peers or chaperones any undue hardship, a decision could be made to exclude you from a specific grade level trip. If your behaviors during the academic year indicate an inability or unwillingness to accept these responsibilities, your teachers will confer with the principal to decide if you need to be excluded.

It is not our preference to exclude any student from the educational experience that a field trip provides, but it may become necessary to do so to ensure an enjoyable and memorable experience for the majority of the students.

Teachers will notify parents of specific field trips throughout the year.

CHILD FIND PROCESS

Pursuant to IDEA '04, Section 1412 (a)(3) and 1412 (a)(10), all school districts are required to actively identify every student with disabilities residing within the district’s jurisdiction who may be eligible for special education and related services. Saucon Valley School District accomplishes this task with its Child Find Process.

The **Child Find** process is a systematic approach providing initial screening and direct intervention to students experiencing difficulty academically or behaviorally. This process can be the first step in identifying whether a student is eligible for special education services.

A student is identified “at risk” of school failure by student performance data. These data may include grades, district or school assessment results, standardized test scores, attendance rates and disciplinary referrals.

GRADING AND REPORTING

Tests, quizzes, written assignments, promptness in submitting work, extent of contributions to class discussion, performance in relation to level of ability and the subject teachers’ personal opinions are included in determining grades for any one of the four marking periods.

The following “letter” system of marking is used for all subjects:

- A - Excellent does superior quality work; capable of independent work; excellent initiative and leadership; has broad grasp of ideas
- B - Good does good quality work; steady, good progress; good initiative; has good grasp of ideas
- C - Average does average quality work; steady, but not rapid progress; needs direction and

leadership; grasps main ideas.

F - Failure does unsatisfactory work; very little or no progress; does not follow directions; does not grasp main ideas.

I - Incomplete some course requirements have not been completed. Upon completion, and approval of the teacher, the appropriate grade will be recorded.

Numerical ranges for letter grades:

Based on a 4.0 system of grades with A = 4.0, the following is the numerical range for letter grades:

- A+ (97-100) = 4.333 C+ (77-79) = 2.333
- A (93-96) = 4 C (73-76) = 2
- A- (90-92) = 3.67 C- (70-72) = 1.67
- B+ (87-89) = 3.333 F Below 70 = 0
- B (83-86) = 3
- B- (80-82) = 2.67

A. INTERIM PROGRESS REPORTS

Academic Progress reports will be sent home with every student at the mid-marking period. Envelopes must be signed by parent/guardian and returned within 3 school days.

B. REPORT CARDS

Report cards are issued four times during the school year. Parents should retain the report card. Only the envelope needs to be signed by the parent/guardian and returned within 3 school days after the date of issuance.

END OF MARKING PD	# OF DAYS MARKING PD.	REPORTS ISSUED	ENVELOPE RETURNED
1. 10/26	45	11/14	11/19
2. 1/16	45	2/6	2/11
3. 3/26	45	4/16	4/19
4. 6/10	45	6/10	

C. HONOR ROLL

A student’s grade point average, calculated by the computer, includes Related Arts courses, as well as Band and Chorus. Students achieving a grade point average of **3.20 or above will be placed on the Honor Roll** for the marking period. Those achieving a **3.80 or above will be placed on the High Honor Roll.**

Sample Grade Point Average Calculation

Using the grade point values described above, the following process is used to compute the GPA for each marking period.

7th and 8th Grade

CLASS	GRADE	POINT VALUE	X	CREDIT	=	POINTS
Language Arts	A	4	x	1	=	4
Social Studies	C+	2.333	x	1	=	2.333
Math	B-	2.67	x	1	=	2.67
Science	B	3	x	1	=	3
Spanish	A	4	x	1	=	4
RELATED ARTS						
Music	A	4	x	.333	=	1.333
P.E.	A	4	x	.333	=	1.333
Art	A	4	x	.333	=	1.333
Band or Chorus	A	4	x	.5	=	2
TOTAL POINTS						= 22.002

Total points divided by total credits = GPA
(22.002 / 6.5 = 3.38)

6th Grade

Language Arts	A	4	x	2	=	8
Social Studies/						
Science	B	3	x	2	=	6
Math	B-	2.67	x	2	=	5.34
RELATED ARTS						
Music	A	4	x	.333	=	1.333
Phys. Ed.	A	4	x	.333	=	1.333
Art	A	4	x	.333	=	1.333
Band or Chorus	A	4	x	.5	=	2
TOTAL POINTS						= 25.33

Total points divided by total credits = GPA
(25.33/ 7.49 = 3.38)

D. POWER SCHOOL PARENT ACCESS

In an effort to increase communication, the Saucon Valley School District has implemented a new web-based access site called PowerSchool Parent/Guardian/

Student Access. It is a feature of the PowerSchool student management system currently used by our district staff.

Parent/Guardian access – GRADES 6-12 only

Statistics have proven that regular communication between a child’s parent/guardian and school staff members increases the effectiveness of the child’s education. As a parent/guardian, PowerSchool Parent Access will allow you to view your child’s academic progress at <http://powerschool.svpanthers.org> using any internet-accessible computer 24 hours a day, 7 days a week. Available information will include items such as: overall grades, individual assignment grades, and daily attendance.

Parents/Guardians access the PowerSchool system by using a user ID and password provided by the school main office for each student. See below for **directions** on how to obtain a user ID and password.

Student Access - GRADES 6 to 12 only

Students attending Saucon Valley may also access the PowerSchool system using the user ID and password provided to them by the guidance department. Using the PowerSchool system the student would have access to his/her information including schedules, grades, and attendance.

Parent/Guardian Access Directions - GRADES 6 to 12 only

If you have more than one child currently enrolled in the district, each child will receive their own personal and confidential ID and password for you to access their information. To obtain your ID and password, please visit the main office of your child’s school during regular school hours.

E. RETENTION

Students are required to satisfactorily pass (grade of A, B, or C) Language Arts, Social

Studies, Mathematics, and Science. Failing more than two subjects will result in retention per school district policy. In order to pass to the next grade, students failing one or two of these subjects may attend and pass Summer Learning Academy (SLA) at the student's cost.

SUMMER LEARNING ACADEMY (SLA)

The school district provides a four week summer program to students who wish to improve their academic skills in Mathematics, Language Arts, Science, and Social Studies. This program is available to students who are passing their subjects, but need to bolster content knowledge, foundation facts, and study skills to successfully meet upcoming grade level expectations. This program is designed to determine the student's present mastery level in a specific subject area, and individually advance his/her content knowledge and skills to "catch up" and be successful at the following grade level. Students with a "marginal" report card benefit from this program by minimizing summer regression, which occurs when students vacation from the continuity and structure of the academic setting.

Parents are invited to contact the middle school counselors for detailed information about Summer Learning Academy.

NATIONAL JUNIOR HONOR SOCIETY

Using national guidelines, candidates for Honor Society will have a minimum cumulative grade point average of 3.8. Candidates will be reviewed by a faculty committee regarding their service, character, and leadership qualities. Any involvement with level 3 or 4 disciplinary offenses may eliminate a student from consideration for Honor Society.

STUDENTS OF THE MONTH

One student from each team is selected each month based on the following criteria:

1. Service to school/community
2. Scholarship (does not have to be on \ honor roll, but gives strong effort)

3. Responsibility
4. Respect for adults/peers
5. Willingness to do his/her best

LIBRARY

Students are encouraged to use the library. A student must have a pass to go to the library. Students are responsible for library materials checked out.

TECHNOLOGY

The SVMS has various forms of technology available for student use. Teachers will plan various activities that will help you learn to use computer technology as a tool for gathering and communicating information. Students are expected to use the school computers carefully and respectfully. These expectations are stated in an *Acceptable Use of Computers* consent form, which you and your parents have signed. Students will lose computer privileges for misuse of the computer, software, and/or the network. **Please note: Do not share your computer password with others.**

COMPUTER/INTERNET

A copy of the Computer and Internet policy will be distributed to all students upon initial registration.

STUDY SKILLS

Parents often ask, "Is it a good idea to help my child with school work?" The answer is "YES." Not only is it a good idea to help your child with school work, it is a great idea! While you should not do your child's work, you can be a member of the team.

Studies show that children whose parents are active in helping them with schoolwork develop better study habits at an early age. The amount of help needed depends in part on how well your child seems to be developing as a student.

Here are some suggestions which may help:

- Help your child select a study time.
It is

- best if it is the same every day.
- Help your child select and set up a place to do school work. In many cases the child's bedroom is not a good place to study because of the number of distractions. A separate room is great, if possible; or an area in the kitchen or the dining room may also work well.
- Show respect for study time (turn off the TV or music in the house for study time).
- Suggest a break if frustration is getting high or a goal is reached.
- Show your child that you are interested in what he/she is learning in school (try this at the dinner table); be a good listener. Sometimes just sitting in the same room with your child when they are working can help keep them on task. When the student has trouble with a subject, suggest that he/she do homework in that subject first.
- Avoid put downs; be positive about school and your child's efforts (no matter how small). Use praise. Put downs and comparisons with another child can have a very quick and long-term negative effect.
- When helping your child study for a test, it may be easier to remember the material if you use hand gestures, put answers in rhyme form, associate it with something else, put answers on tape, or make flash cards for material that is hard to remember. Try to find the way your child learns the best. We do not all learn the same way, so be a creative helper.
- Another good way for your child to learn is to have him/her teach you. This works well in math, as methods may vary from those taught today.

The best grades do not always go to the brightest students, but to those who are well organized. You can help by:

- Stressing a neat and well organized notebook.

- Encouraging use of assignment book.
- Picking up some tools for your child's work area which may help with organization.

Remember that developing study skills is an on-going process, not a crash program at the end of each marking period.

For more information on study and work habits you may wish to contact your child's teachers or counselor.

BEHAVIOR

CHAPTER 12 **STUDENT RIGHTS AND** **RESPONSIBILITIES**

§ 12.2. Student responsibilities

- (a) 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.
- (b) 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.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is

- waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, not to cause substantial disruption to the education processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media
 - (11) Not use obscene language in Student media or on school premises.

DISCIPLINE CODE

Our goal at SVMS is to provide each student with the finest education possible. To achieve this goal, the school must be safe, orderly, and free of unnecessary disruptions. Students share the responsibility with staff to develop a positive educational climate.

The SVMS Discipline Code identifies student behaviors that are unacceptable and the consequences of these behaviors. **The following are behaviors that distract others in the learning environment and therefore will not be tolerated by teachers. They include, but are not limited to:**

1. **Classroom disturbances – words or behavior which cause interference with normal classroom and/or school routine**
2. **Horseplay – bodily contact with another person in a jesting manner (stepping on other’s heels, knocking student’s books down, spitballs, etc.)**
3. **Loitering – prolonged or unauthorized use of an area (for example, halls, auditorium, cafeteria, or lavatory)**
4. **Unprepared for class – failure to bring necessary materials to class**
5. **Disrespect – socially unacceptable words or actions directed toward another individual (includes mumbling remarks under student’s breath)**
6. **Harassment of Others – any violation of student’s rights (physical and/or verbal harassment, mishandling other’s property, intimidation of other students)**
7. **Inappropriate language/gestures - cursing, derogatory remarks, vulgarities, etc.**
8. **Safety concerns – thoughtless acts that could endanger one’s self or others (poking with pencils, shooting paper clips, rubber bands, etc.)**
9. **Cell Phones -** The first time your child’s cell phone is confiscated he/she will be able to pick it up in the main office and the end of day. If your child’s cell phone is confiscated a second time a **PARENT WILL BE REQUIRED TO PICK UP THE CELL PHONE** in the main office. If your child’s cell phone is confiscated a third time your child may receive **LEVEL II** disciplinary consequences and a **PARENT WILL BE REQUIRED TO PICK UP THE CELL PHONE** in the main office. In extreme situations the student may be required to hand in their cell phone to an administrator DAILY and it will be returned to them at the end of the school day.

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the Discipline Code.

HARASSMENT/DISCRIMINATION

It is the policy of the Saucon Valley School District to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, handicap, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any harassment and discrimination.

The district recognizes that discrimination and/or harassment may take many forms including:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, telephone calls, invitations of comments.
2. Visual conduct such as derogatory posters, cartoons, drawings, letters, notes or gestures.
3. Physical conduct such as assault, offensive or unwelcome touching, blocking normal movement, or interference with school studies, courses, programs or activities because of sex or other protected group.
4. Threats and/or demands of sexual requests or activity as a condition or term of the student's status in a course, program or school related activity or as the basis for academic or other decisions which may affect a student or which has the purpose or effect of interfering with a student's educational experience or creates an intimidating, hostile or offensive learning environment.
5. Retaliation for having reported the harassment or discrimination.
6. Denial of any of the benefits of a complete educational program for an impermissible reason such as race, religion, sex, age, marital status, familial status, national origin, color or disability.

Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including but not limited to detention, suspension and/or expulsion from school. The procedures required by 22 PA Code Section 12.6 and Section 14.35 shall govern the exclusion of students from school.

SAFETY REGULATIONS

Students are urged to use proper safety procedures in all activities and classes particularly those courses (Science, Family & Consumer Science, Physical Education, Materials Handling, Modular Technology, and Art) which involve the use of special equipment. Some general safety regulations to follow are:

1. Follow all directions of the teacher.
2. Enter and leave the classroom in an orderly manner.
3. Do not wander the classroom without teacher permission.
4. Be courteous. Do not interrupt teacher or classmates.
5. Use quiet voices.
6. Wear protective devices (e.g., safety glasses, hair nets) and remove jewelry.
7. Use equipment only when approved and supervised by the teacher.
8. Concentrate on your work refrain from "horseplay no hands on."
9. Make use of all machinery "guards" and do not leave a machine unattended.

ARRIVAL EXPECTATIONS

When arriving at school, students are to:

1. Follow all directions given by the teachers in charge.
2. Immediately enter the building by the main lobby after bus or parent drop off.
3. Report directly to designated areas (pond and main lobbies, cafeteria).

ASSEMBLY EXPECTATIONS

At all times the student's behavior should be respectful and courteous. An indication of the school atmosphere is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during a program.

BOOKS

Students are expected to cover all textbooks and keep them in good condition. All fines for lost, stolen, or damaged books must be paid to avoid further costs. Failure to pay for damaged or lost school property may result in discipline consequences and/or lost of privileges.

Book Fines

1. New - full net cost
2. Good- 4/5 of net cost
3. Fair - 3/5 of net cost
4. Poor - 2/5 of net cost

Workbook Fines

1. New - full net cost
2. Fair -2/3 of net cost
3. Usable -1/2 of net cost
4. Unusable- no charge

You will be given another book when you pay the cost for a lost book. The fine will be refunded if the book is recovered. A lost book will not be considered an excuse for failure to do assigned work.

BOOKBAGS/GYM BAGS

During the school day all book bags and gym bags must remain in student lockers except during gym classes.

BICYCLES/SKATEBOARDS/ROLLER BLADES

Students riding bicycles to school are expected to follow proper and safe bike-riding procedures. Bikes are to be stored and locked in the bike rack. Using skateboards, roller blades and similar devices is **not** permitted on school property. Skateboards may not be carried on school buses. Upon entry to the school, equipment is to be stored in the student's locker.

BUS/TRANSPORTATION EXPECTATIONS

Bus students are expected to follow all rules (A copy of the bus rules and regulations was mailed home with the *beginning-of-school* packet). Failure to do so will result in the temporary or permanent removal of bus transportation privileges. Parents are held responsible for the payment of all damages caused by their children. **Students are not** to depart from the bus until it arrives at the Middle School. Upon arrival, all bus students will immediately enter the school through the lobby doors and proceed to designated areas. Failure to immediately enter the Middle School will result in disciplinary action.

Permission slips signed by a parent as well as stamped and signed by the office are required to ride a bus other than your assigned bus. Walkers must have written permission, stamped and signed by the office to ride a bus.

PARENTS SHOULD NOT USE THE BUS PORT TO DROP OFF OR PICK UP STUDENTS DURING BUS ARRIVALS OR DEPARTURES. PLEASE USE THE POLK VALLEY ROAD SIDE ENTRANCE FOR STUDENT DROP-OFFS AND PICK-UPS.

CAFETERIA EXPECTATIONS

1. Arrive on time through designated areas using quiet voices.
2. Bring no books or materials.
3. Treat people and property with respect.
4. Take only one trip through the food line .
5. Keep areas clean.
6. Sit at assigned table.
7. Wait to be dismissed by a monitor, placing your chair under the table, leaving quietly through designated area.
8. No food may be taken out of the cafeteria. Failure to comply with these rules may result in assignment to restricted lunch or other disciplinary action.

CHEATING

Cheating in any form is unacceptable. Students found cheating on tests, quizzes, or any written work (including copying from other students) will have papers taken and may receive a “0” for the work. Parents will be notified of the incident by teachers.

CHEWING GUM/SPITTING

Chewing gum/spitting are not allowed. You will be asked to discard the gum and disciplinary action taken.

ELECTRONIC EQUIPMENT

As school is a place to learn, students should avoid bringing cell phones, radios, tape recorders, CD players, walkman, beepers, laser pens, or other electronic equipment into the building. School Code prohibits beepers on school property and buses. **Cell phones may not be carried by students. Cell phones are to be turned off and stored in the student’s locker during the day.** If a class project necessitates bringing such materials into school, the student must receive approval from the administrator. Any confiscated items must be claimed by parents. The school is **not responsible** for these items.

HALLWAY EXPECTATIONS

Students are to keep to the right side when traveling in the halls and walk quietly and in an orderly fashion. Do not run, shout or loiter in the halls. Infractions will result in disciplinary action.

Students are not to be in the halls during the school day without a pass except when passing between classes.

LAVATORY PASSES

Students using the restroom at any time must use the classroom lavatory pass and sign the *Sign-out Sheet* with the time of exit and return.

LOCKERS

Your assigned locker and its contents are your responsibility. Lockers have combination locks installed and should be locked at all times. Students should record their locker combination in a safe place.

The district recognizes that students have a reasonable expectation of privacy. At the same time, the school district has an interest and a responsibility to protect the health, welfare and safety of students, staff and the public and in maintaining discipline in the classroom and on school grounds. Accordingly, students and their personal belongings may be searched by school administrators or their designees when the school administrator or designee has determined that a reasonable suspicion exists that a student is in possession of illegal substance, weapons, or other articles or materials which are prohibited by school district policy, rules, or regulations by law.

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of right. **The reasonable expectation of privacy which students enjoy does not extend to lockers, desks or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks and vehicles on school property at any time when deemed necessary or reasonable for the protection, health, welfare and safety of students, staff, and the public. This may include random, blanket, periodic sweeping or other similar searches to discover the use of illegal substances, weapons or other prohibited articles or materials.**

Students are not to share lockers or combinations with other students, or use lockers not assigned to them. Unnecessary damage to lockers (necessitating repair fees) can be avoided by using the locker handle to open and close the locker. Lockers not closed properly may be opened by an administrator and reclosed.

Students are to keep their coats in their locker until the conclusion of the school day. Students participating in sporting activities are to keep their equipment in the locker until the end of the day, or until they are dismissed from a scheduled event.

Students are permitted to go to lockers at teacher determined times.

*Students should utilize a personal padlock for gym lockers. This lock must be removed at the end of each gym period.

SMOKING

The SVSD, as an educational institution recognizing the hazards associated with smoking and tobacco use, is committed to protecting the health and safety of students, employees, and members of the community.

To this end, this information serves as notice that smoking and tobacco use and possession are prohibited in school buildings, on school district property, and other areas of jurisdiction 24 hours a day, 7 days a week, 52 weeks a year. School district property includes playgrounds, parking lots, athletic fields, and stadiums.

Should a student choose to possess, smoke, or use any form of tobacco product on school property, he/she subjects himself/herself to a fine of \$50.00 plus costs. (Act 145 of the Pennsylvania Crimes Code-Section 6306.1) All applicable Authority, Delegation of Responsibility, and Enforcement are referenced by Saucon Valley School District policy #800, Smoking/Tobacco Use. Please be advised that the Saucon Valley School District intends to strictly enforce its smoke-free policy via the afore-mentioned laws, rules, regulations, and policies.

SPECIAL EXCUSES

In order for a student to be excused from class, a *special excuse* is necessary. Students attending another activity or meeting must be listed on the attendance sheet or a special announcement.

Special excuses must be obtained from the requesting teacher prior to the class the student wishes to be excused from and must be shown to the excusing teacher. The excusing teacher may or may not grant permission for the student to be excused.

STUDENT DRESS

Our school is your place of business. Getting an education is one of the most important jobs you will ever have. The way you dress can affect your attitude, performance, and behavior, as well as that of others.

Any form of dress that attracts undue attention, is unsafe, disrupts school, or detracts from the learning process is NOT acceptable.

Good judgment would indicate that certain types of clothing are inappropriate in the school setting. Examples of inappropriate dress include, but are not limited to: see-through clothing, short shorts, shirts/blouses without sleeves, hats, bare backs, bare midriffs, soiled or torn clothing, and clothing with inappropriate material or graphics advertising alcoholic beverages, drugs, tobacco, obscenities, sexual connotations. **Appropriate shoes should be worn as well.**

Shoes with wheels in the sole (HEELYS) are prohibited in school and on all school district transportation.

Chain wallets are not an acceptable form of dress.

Students are not to wear any type of gloves during the school day, unless medically necessary. In such instances, a doctor's note needs to be presented to the nurse or administration.

Should a student's choice of dress be deemed inappropriate, the student will be asked to call home for appropriate dress or use a shirt or jacket to cover, and/or be assigned a disciplinary action.

Attention to and cooperation in this matter is greatly appreciated in order to create a learning

environment in which all students are able to do their best!

STUDENTS WALKING TO SCHOOL

Students who walk to school are subject to the discipline code from the time they leave home and arrive at school to the time they leave school and arrive at their home.

Crossing guards are assigned to major intersections to protect students as they walk to and from school. Students are to cross the street at these intersections only when the guard indicates that it is safe to do so. Students who walk to school should not arrive at the school building before 7:25 AM to ensure proper supervision. All students who walk to school should enter the main lobby and report to designated areas.

SUBSTITUTE TEACHERS

Students are expected to give complete cooperation to all substitute teachers. Lack of cooperation and misbehavior with substitute teachers will be considered a serious offense and will result in strong disciplinary action.

TARDINESS (CLASS)

An adequate amount of time will be allowed for passing from one class to another. If you arrive late to class, you must present a note of explanation **from the teacher of the former class period** to the teacher. Infractions will result in disciplinary action.

THEFT/VANDALISM REPORTS

In the case of theft or vandalism of a student's personal property, students should immediately report the incident to the teacher in charge and file a vandalism/theft report in the middle school office.

Every effort will be made by the middle school to investigate the theft or vandalism of all reported items. Stolen or vandalized items valued at \$50.00 or more will be reported to the Lower Saucon Police Department.

WEAPONS

Definitions

1. **Firearm** includes, but is not limited to: shotgun, pistol, handgun, rifle, or any incendiary device.
2. **Other Weapons** include, but are not limited to: any knife (including pocket-knives, penknives, Swiss Army knives, or Scout knives), cutting instruments, cutting tools, nunchaks, **or any other tool, instrument or implement capable of inflicting bodily harm**. Any object used to inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

Responses

Possession, use, or transfer of a firearm will result in expulsion from school for a period of not less than one year in compliance with the School Code, Section 1317.2.

Possession, use or transfer of any other weapon as defined in number 2 above may result in expulsion from school.

DETENTION

Teachers may require students to remain after school for behavioral concerns, remediation or to complete schoolwork. If a student fails to report after school for a teacher, he/she may be assigned additional detention time, loss of school privileges or, he/she may be suspended from school. Detention is served from 2:25 p.m. to 3:00 p.m. Monday through Friday. Administrative/Team detentions are held Tuesday through Friday from 2:25 p.m. to 3:50 p.m.

Students will be notified at least 24 hours in advance of all assigned detentions. This written notice will be given directly to the student. Telephone calls to parents need **not** be made to assign student detentions. Bus transportation for students attending detention will be at 3:50 p.m.

If a student fails to report for a scheduled team

detention then he/she may be assigned an in school suspension.

SOCIAL PROBATION

Any students serving In-School Suspension (ISS), Out-of-School Suspension, (OSS), or Over Night Suspension are considered to be on social probation. Students on social probation are not allowed to attend any after - school functions or activities (athletic practices, dances, activity nights, etc.) that may occur during that time. **NOTE: Social Probation may be assigned throughout the school year.**

STUDENT SERVICES

HEALTH SERVICES

The Health Room is located in the K-8 administrative office area. The school nurse or staff nurse is responsible only for the emergency care of and sudden illnesses or injuries, except special cases under medical care and with the physician's written orders.

Growth Screening: Growth screening is performed annually on children Kindergarten through 12th grade. The growth exam is the measurement of the student's height and weight. The school nurse will use these measurements and compute the BMI (body mass index) and parents will be notified of the results.

All medication, both prescription and non-prescription, must be kept in the Health Room. Medication will be administered to students during school hours only when such is required and accompanied by a doctor's order. **STUDENTS MAY NOT HAVE MEDICATION IN THEIR POSSESSION.** No medication shall be administered to any student without proper completion of the *Medication Dispensing Form*. The term "medication" includes prescription drugs as well as over-the-counter medication. (e.g., Tylenol (acetaminophen), aspirin, cough medicine, etc). Completion includes signatures of both the parent/guardian and the physician. A separate form must be used for each medication and be specific as to dosage. (e.g., Tylenol, Extra

Strength Tylenol). Students may use cough drops or throat lozenges in school with a parent note that has been countersigned by the school nurse.

Any medication to be administered by school personnel must be delivered directly to the nurse before homeroom. Medication must be brought to school in original, properly labeled container by the parent or guardian.

Students must have a pass from a teacher to leave class to visit the nurse.

STUDENT ASSISTANCE PROGRAM (SAP)

When there is a concern for the physical and/or emotional well being of a student, parents, teachers peers, counselors or administrators may make a referral to the SAP team.

TEAM INTERVENTIONS occur for the benefit of the students, their families, and the school by relaying factual information to the students and their families. The goal of the intervention is to encourage students to seek further assistance in addressing difficulties.

MIDDLE SCHOOL ADVISORY STATEMENT

The Saucon Valley Middle School Student Advisory Program introduces a school-based adult advocate into the life of every student for the purpose of fostering academic success, personal growth, and citizenship.

The goals of the Saucon Valley Middle School Advisory Program are to

- ensure that each student has a staff advocate
- provide a forum for topics relevant to adolescents in today's world
- create a safe, friendly place to receive support and modeling for academic pursuits and social interaction
- promote coordination between home and school

ACTIVITIES AND ATHLETICS

You are encouraged to participate in the activity program of the middle school. Your involvement can address your interests and develop your special talents. Announcements will be made in the bi-weekly bulletin pertaining to the date, time, and place of activities.

Art Club	- all grades
Cambiata Singers	- all grades; membership by audition or invitation
Co-Ed Intramurals	- all grades (example: swimming, rock climbing, etc.)
Dances	- Open to SVMS students only
Girls Softball Club	- all grades
Jazz Ensemble	- all grades; membership by audition/invitation by director
National Junior Honor Society	- 8 th grade by academic achievement
Newspaper	- all grades; selection by advisor
Ski Club	- all grades
Spanish Club	- all grades
Student Council	- all grades; elected
Yearbook	- all grades; selection by advisor
Athletics	- Basketball (7 th /8 th Boys & Girls) - Cheerleading (7 th /8 th Boys & Girls) - Co-Ed Soccer (7 th /8 th) - Field Hockey (7 th /8 th Girls) - Football (7 th /8 th Boys) - Wrestling (7 th /8 th Boys)

Registration for all sports will be announced by the TV Studio Crew during AM announcements.

Intramural sports are conducted after the regular school day. The intramural sports program offers opportunities for participation to all students.

Interscholastic sports are team competitions with other schools in the area. Participation in Middle School interscholastic sports requires students to develop skill and team organization and to meet academic eligibility requirements. Students will be academically evaluated every week by teachers. Students must be passing at least 4 credits during any one week period to be eligible to play the next week. Requirements for participation in interscholastic sports also include a sports physical examination by a doctor (forms available from the middle school office or the athletic director) and parental consent. For participation in a variety of sports throughout the school year, a sports physical examination completed by a doctor each time. If a student has “gone out” for a sport during this school year and already has a sports physical on file in the Health Room, all that is required is a recertification. Such recertification examinations are conducted and are announced well in advance to all students.

The prospective competitor in either intramural or interscholastic sports must have an insurance responsibility waiver signed by parents since the school district does not provide accident insurance for any student participating in athletic programs.

ELIGIBILITY STANDARDS (SPORTS)

(Taken from Student/Athlete Athletic Policy)
Academic guidelines, established by the Pennsylvania Interscholastic Athletic Association (PIAA) in Article IX Curriculum, are the basis for athletic eligibility. In addition to the basic PIAA standards, Saucon Valley School District will determine an athlete ineligible should the athlete fail a total of two or more subjects within a weekly reporting basis. Failure for the reporting week, as defined by the PIAA, is cumulative working from the beginning of the grading period. During a period of ineligibility, the Athletic Director will communicate with the athlete, parents, and coach to identify and rectify the deficiencies. The athlete will secure and receive assistance from those teachers (or appointees) for which the deficiencies are occurring. When possible, the teacher will notify an athlete when a

potential deficiency may jeopardize athletic eligibility.

If absent from school or an unexcused tardiness, an athlete is excluded from participation in that day's athletic functions (practices and events). An athlete is expected to attend all classes, unless a valid excuse is provided and approved by the school principal. An athlete may not participate in practices or events while serving an in-school or out-of-school suspension.

Students arriving at school after 8:00 AM whose tardiness is considered **UNEXCUSED** may **NOT** participate in any co-curricular activity, practice or game, that day unless he or she has secured permission from the principal.

An athlete may be required to follow additional team rules and guidelines established by the coach. Violations of these rules will be handled at the discretion of the coach. In the case of repeated violations minor or severe or insubordination, the principal and Athletic Director suspend the athlete from athletic participation pending review

SCHOOL DANCES

7:00 PM	Doors Open
7:30 PM	Doors Closed
8:30 PM	Dance Concluded

All school regulations are in effect. Students not in school that day for any reason may not attend the dance. **A current student photo ID is required for admission to dance.**

No food or drink may be taken into the dance. Coats are to be placed in the area provided. Students wearing a shoe style that may damage the gym floor surface will not be permitted to participate in the dance. No hats and backpacks; they will be confiscated.

Dances are open to students currently attending the SVMS. Visitors or students not enrolled in classes at SVMS may NOT attend.

Any student finding it necessary to enter the dance late (after 7:30) or leave early must have a parent telephone the principal prior to the

dance requesting permission to do so. Also, a note, written and signed by the student's parent or guardian, must be given to a chaperoning teacher/administrator at the dance granting permission to leave early. An adult will be expected to pick up students leaving early at the door.

PARENTS ARE REMINDED TO PICK UP THEIR CHILDREN PROMPTLY AT 8:30 PM.

STUDENT COUNCIL

Student Council consists of elected representatives from each grade level. The primary functions of the Student Council are to initiate and direct student activities, provide a communication vehicle between students, teachers and administrators, and to advise and make recommendations concerning school rules and school policy.

DAILY OPERATIONS

DAILY ANNOUNCEMENTS

Announcements will be made daily during extension period. Students wishing to have an announcement made must obtain a teacher's signature or consult with a team leader.

DISMISSAL TIMES

The end of the school day is 3:00 p.m. All students are assigned to Remediation Time from 2:25 to 3:00 p.m. Only students who need additional help, remediation, or are not mastering grade level standards will/may be required to attend remediation assignments. Students not required to attend Remediation will be excused at 2:25 p.m.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather, necessitating school cancellation, delayed opening or early dismissal, this information will broadcast on the local radio stations (WAEB-790; WGPA-1100; WEST-1400; WEEX-100.7FM; WAEB-104FM; WZZO -95.1FM; WLEV-96.1FM); as

well as these T.V. stations- WNEP-TV16, WFMZ-TV69, and the website svpanthers.org. Dial 610-838-7001 extension 1234 for updates.

Please do not call the school, as telephones will be used to carry out emergency closing procedures.

EMPLOYMENT

Any student 14 years old or older who seeks employment before graduation or leaving school prior to his/her eighteenth birthday is required to obtain working papers.

Working papers are issued at the **Senior High School Guidance Office**. Applicants for working papers must present proof of age (birth certificate, baptismal certificate), be accompanied by a parent or guardian, and have the promise of a job before application is completed.

FIRE DRILLS

Fire drills will be held periodically throughout the year. Immediately upon the ringing of the fire alarm, students are to walk safely and promptly to the nearest exit as indicated by the fire exit sign. There is **NO TALKING** by students so that any instructions can be clearly heard. Students are to follow the teacher's directions and are to proceed a safe distance from the school.

INSURANCE

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any students participating in athletic programs and assumes no liability for injuries sustained from participation. All athletes are covered by school insurance in season.

LOST AND FOUND

If you lose or find books, clothing, or any other articles, report the incident to the middle school office. Lost articles are disposed of after each marking period. If a book is lost, the student is responsible for replacement (see Books). We recommend clearly labeling your personal belongings.

PARENT/TEACHER GROUP

The Parent-Teacher Group (P.T.G.) is an organization of Parents, Teachers and Administrators working in a partnership to enhance the Middle School program. The organization is run by committees including book fair, dance chaperones, newsletter, and grade-level liaisons, among others. One or two fundraisers are held each year in conjunction with the teachers, to help defray the cost of field trips and to provide additional educational enhancements. Meetings are held four times a year. We encourage participation in the P.T.G. meetings, which gives another opportunity to find out what is happening at school.

PEST CONTROL NOTIFICATION

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notifications, you must be placed on the school's notification registry. If you would like to be placed on this registry, please mail in your written request to: Saucon Valley School District, IPM Manager, 2097 Polk Valley, Hellertown, PA 18055. Please include your name, address, telephone number, cell phone number and e-mail.

STUDENT STORE

The student store is located in the lobby by the main office and is open from 7:30 to 7:40 AM daily. Gym suits are available for purchase after the first week of school.

STUDENT ID

Every student will receive a student ID card that must be carried at all times. The student ID is necessary for cafeteria use, library use, entrance to school dances, and bus privileges. A replacement ID will be issued at a cost of \$5.

TELEPHONE

There is a public pay telephone (proper change needed) located in the building. It is located across from the counseling office and may be used by students either **before or after school hours**. At all other times, students wishing to use the phone must obtain a teacher or office pass. Calls must be restricted to **emergencies only** and should be limited to three minutes.

Parents are requested to refrain from calling the school office to speak to their children – except in emergencies. Important messages will be delivered to the student by office personnel.

DAILY TIME SCHEDULES

8th Grade

7:40-8:17	Extension Class
8:20-8:25	Homeroom
8:25-9:40	Related Arts
9:40-10:30	Period 1
10:30-11:00	Lunch
11:05-11:55	Period 2
11:55-12:45	Period 3
12:45-1:35	Period 4
1:35-2:25	Period 5
2:25-3:00	Remediation

7th Grade

7:40-8:17	Extension Class
8:20-8:25	Homeroom
8:25-9:15	Period 1
9:15-10:05	Period 2
10:05-11:20	Related Arts
11:20-12:10	Period 3
12:10-12:40	Lunch
12:45-1:35	Period 4
1:35-2:25	Period 5
2:25-3:00	Remediation

6th Grade

7:40-8:17	Extension Class
8:20-9:45	Period 1
9:45-11:05	Period 2
11:05-11:35	Lunch
11:40-1:00	Period 3
1:00-2:20	Related Arts/Period 4
2:20-3:00	Homeroom/Remediation

VISITORS

All parents/visitors must be admitted through the main office entrance of the building. Please report directly to the middle school office to receive assistance from office personnel and be given a *Visitor's Badge*. School aged children may not visit the middle school unless accompanied by a parent. Students are not permitted to bring guests to any school dance.

WITHDRAWALS

If you plan to withdraw from our school, you need to notify the secretary at least **one week** in advance of the date of withdrawal. Parents must complete *Parent Authorization of Withdrawal* form. The form should be returned no later than two days before your withdrawal.

On the last day of attendance in our school, report to the middle school office before going to your homeroom. You will be given a *Student Withdrawal* form, which you will present to your homeroom teacher, subject teachers, the librarian, activity advisor, and your counselor for their signatures to indicate that you have returned all materials and cleared all obligations. The form needs to be returned to the secretary at the conclusion of the day along with your student ID. In exchange for the completed form, you will receive a transfer card to be presented to the principal of the transferring school.