

# Saucon Valley High School

## Student and Parent Handbook

2023-2024 School Year



## SAUCON VALLEY HIGH SCHOOL CONTACT INFORMATION

### Main Office – 610-838-7001 ext. 2710

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### Guidance Office – 610-838-7001 ext. 2720

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### Attendance Office – 610-838-7001 ext. 2711

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# SVSD SCHOOL CALENDAR

## Saucon Valley School District

School Calendar 2023-24

August/September				
M	T	W	T	F
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17- Teacher Induction/First Teacher Inservice Day (Half Day)  
21- Teacher Inservice Day  
22- Teacher Inservice Day  
23- First Student Day  
1&4- Labor Day Holiday

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20-21 Teacher Inservice Day  
22- Teacher Inservice (Half Day)  
23- 24 Fall Break

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22- Half Day for students and teachers  
25-29 Winter Break

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1-2 Winter Break  
15- Martin Luther King Day  
16- Teacher Inservice

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19- Presidents Day

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

28-29 Spring Break

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1- Spring Break

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27- Memorial Day

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4- Last Student Day  
5- Teacher Inservice (Half Day)

	First/ Last Student Day
	Teacher Inservice Day
	Schools Closed for Teachers and Students
	Half Day for students and teachers



**SAUCON  
VALLEY**  
SCHOOL DISTRICT

	Teachers	Students
August	10	7
September	19	19
October	22	22
November	20	17
December	16	16
January	20	19
February	20	20
March	19	19
April	21	21
May	22	22
June	3	2
<b>TOTAL</b>	<b>192</b>	<b>184</b>

## SVHS BELL SCHEDULE

2023 - 2024 High School Bell Schedule - Regular Day					
LUNCH 4 SCHEDULE		LUNCH 6 SCHEDULE		LUNCH 8 SCHEDULE	
HR	7:30-7:35	HR	7:30-7:35	HR	7:30-7:35
Period 1	7:35-8:35	Period 1	7:35-8:35	Period 1	7:35-8:35
Period 2	8:38-9:38	Period 2	8:38-9:38	Period 2	8:38-9:38
Period 3	9:41-10:41	Period 3	9:41-10:41	Period 3	9:41-10:41
Lunch 4	10:41-11:13	Period 4/5	10:44-11:44	Period 4/5	10:44-11:44
Period 5/6	11:13-12:13	Lunch 6	11:44-12:16	Period 6/7	11:47-12:47
Period 7/8	12:16-1:16	Period 7/8	12:16-1:16	Lunch 8	12:47-1:19
Period 9	1:19-2:19	Period 9	1:19-2:19	Period 9	1:19-2:19



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## ACADEMICS

### **Graduation Requirements:**

Students must complete the following requirements to graduate from Saucon Valley High School:

1. A student must complete a minimum of 21 credits, including the identified required courses.
2. A student must complete one of the five Keystone Pathways to Graduation (for more information visit [Updated SVHS Program of Studies 2023-24](#)).
3. A student must meet the Career Indicator requirements, including the Industry-based learning requirement (for more information visit [Updated SVHS Program of Studies 2023-24](#)).

### **Course Requirements (School Board Policy 217): \***

Students must complete a minimum of 21 credits to qualify for a diploma from Saucon Valley School District. Graduation credits are those earned by completing courses while enrolled in SVHS.

<b>Graduation Requirements</b>	
<b>Credits</b>	<b>Course</b>
4	English
3	Mathematics
2	Social Studies (4 courses)
2.5	Science (4 courses)
1	Health/PE (2 courses)
8.5	Electives
21	Credits

### **Grading System (School Board Policy 217):**

Grade Point Average (GPA) will be calculated at the end of each marking period and will be printed on the official transcript. Some post-secondary institutions often use the combination of the student's GPA and score on the SAT or ACT along with other selection criteria unique to the institution in making admissions decisions. The table below represents the weighted and non-weighted point values for full credit courses. Dual Enrollment courses do not count towards GPA or class rank, but do count towards credits.

GRADE	NUMERIC RANGE	STANDARD GRADE POINTS	HONORS GRADE POINTS	AP GRADE POINTS
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	67-69	1.34	1.84	2.34
D	65-66	1.00	1.50	2.00
F	55-64	0.00	0.00	0.00
F-	54 or less	Not eligible to attend Summer Learning Academy		

### **Progress Reports:**

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. Parents are encouraged to contact teachers by phone or email to check on a student's progress or schedule a meeting with Teachers and/or the Guidance Counselor. To reach a teacher's voicemail box, call (610) 838-7001 and a secretary can assist you. Teachers' email addresses can be accessed through the District Website. In addition, parents may contact their student's Guidance Counselor to learn how to access the student management computer system known as *PowerSchool*.

### **Honor Roll:**

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

### **Class Rank (School Board Policy 217):**

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

### **Honors Graduates:**

Seniors ranked in the top ten percent (10%) of their class at the end of the year will be recognized as honors graduates. They will receive an honors medal and be seated in the front row in acknowledgement of their academic achievement at the graduation ceremony.

### **Course Advancement (School Board Policy 215.1):**

#### **1. Qualification:**

- A student must maintain an average of 85% (B) in all prior courses of the academic discipline in which the challenged course resides; if no prior courses exist, this criterion is waived.
- In the case of physical education, a history of participation in a particular sport at an appropriate level is required, as is the completion of the season before an exemption can be awarded.
- A student attains a score of at least an 85% (B) on the final examination for the challenged course; the final exam will be constructed on the content standards deemed appropriate for the course.

#### **2. SV Middle School Courses for High School Credit:**

- Planned courses taken at SVMS may be considered for graduation credit if equivalent to the SVHS course requirements. Courses for consideration are: Algebra 1, Algebra 2, and World Languages 1.
- The credit granted for a middle school course completion would count as an elective credit at the high school level and not subject credit.
- A request made by a parent/guardian must be requested at least 30 days prior to the effective change.
- High school credits earned at the middle school level may be included on an official high school transcript upon request and may be calculated into the student's GPA.
- Requests for change to a transcript shall be made 30 days prior to the effective date of the change.

#### **3. Subject Credit and Advancement Guidelines:**

- Students must earn subject credit for each course required for graduation.
- Subject credit may also be earned by successfully completing an exam.
- Subject credit earned by exam will not yield graduation credit but will fulfill the specific course requirement.
- Graduation credits to replace those that would normally be earned by taking the required course will be completed by any other different course worth the same number of graduation credits.



- If a student successfully advances, no credit will be assigned for the eliminated course nor will the eliminated course be used for ranking purposes; the student simply advances to the next level of the course; if no course exists, the principal will assign an independent study except in the case of physical education where the student will be required to choose any available elective. The advanced course will then be counted towards graduation credit.
- Students who wish to opt out of a course must take the examination 20 days prior to the beginning of the semester in which the challenged course is offered. The principal must be notified 20 school days prior to the scheduling of the examination.
- The student may opt out of only 1 course per semester.
- Courses with a laboratory, shop, or performance component cannot be challenged unless a similar component is included in the examination.

### **Credit Recovery (School Board Policy 215.1):**

When a student is at least one semester behind their peers in credits obtained for graduation, they may request permission to take courses outside of the institution in order to recover credits to qualify for graduation. Approval of the credit recovery courses shall be within the District guidelines at approved institutions and at the expense of the parent and/or student. Approval of credit recovery will occur on a case by case basis in specific circumstances. Permission must be granted before a student may take a course for credit recovery.

### **Students Repeating a Course:**

If a student fails a course, the course can be repeated. Course credit will be awarded once the student successfully completes the course. If a student passes a course, the course cannot be taken again without an appeal to the principal. Credit will only be given once for a course. If a course is repeated, the student may, upon request in a letter to the principal, have the original grade excluded in the calculation of the GPA. However, both courses will be recorded on the transcript.

### **Summer School (School Board Policy 124):**

Students who fail an English, Social Studies, Science or Mathematics course should make up the credit during Summer Learning Academy. This is particularly important for students who attend Bethlehem Area Vocational-Technical School as there is insufficient room to repeat courses in a vocational-technical schedule. Some elective courses may be available for Summer Learning Academy based on enrollment. A student must have earned a 55% to be eligible for Summer Learning Academy. Summer Learning Academy is currently offered as a cyber-school option only; please see the Counseling Office for more details.

**NOTE: A fee is charged for each course taken during the Summer Learning Academy session, and is the responsibility of the student and their family.**

### **Independent Study (School Board Policy 118):**

Through Independent Study students may expand their knowledge of a particular subject of personal interest beyond the scope of the regular curriculum. The student's self-directed inquiry, investigation and/or production will enable them to support or refute whatever hypotheses they have developed with the help and advice of a faculty mentor. Students who wish to undertake Independent Study should first contact their Guidance Counselor at least one quarter before the proposed project would take place. The Independent Study cannot replace a required course and must be beyond the scope and sequence of the regular curriculum. The student is responsible for engaging a faculty member as their sponsor and creating a proposal that includes: credit value, methods of assessment, timelines and milestones, and a department chairperson review. The Guidance Counselor will provide the student with specific details and feedback. All proposals must be approved by the Building Principal, Superintendent and School Board.

### **Dual Enrollment (School Board Policy 217):**

College courses taken while a student is in SVHS will count for credit but will not be calculated in the GPA.

### **Request to Graduate Early (School Board Policy 217):**

The fourth year of high school shall not be required for graduation if the student has completed all other requirements for graduation. A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution or when lawfully employed part-time, provided that all graduation requirements have been met. Note: Students who elect to graduate early are ineligible to participate in athletics and extracurricular activities beyond their graduation date.

### **Course Scheduling Procedure:**

- During the 2nd semester, the school counselors will begin the course scheduling process for the following year. Students should access the [Updated SVHS Program of Studies 2023-24](#), a course registration form and their *PowerSchool* login information.
- Students should work with their Guidance Counselor and Teachers, in conjunction with referencing their Education and Career Plan (ECP) when scheduling courses for the upcoming school year.
- Parents can view student's requests with their *PowerSchool* access.
- The Administration and Guidance Counselors must have accurate counts in course sections prior to the start of the year because it is the number of students signing up for each course during the registration process that will determine how many sections of the course are placed into the master schedule.
- The number of course sections directly determine teacher instructional assignments at the high school for the coming school year.
- It is imperative that students thoughtfully consider their course selections at the time of course registration so that their original selections are the courses to which they will be committed in the next school year.

- Once course requests are generated, a Master Schedule will be created based on student requests.
- The school reserves the right to cancel or postpone courses due to insufficient enrollment, lack of physical facilities, or unavailability of teaching personnel.
- After the computer generates a schedule for each student the Guidance Counselors check it for accuracy.
- On occasion a student's request will not be fulfilled because the class is full, it does not fit into his/her schedule, or it is not running. When this happens, the counselor will give the student a course that is available at that time.

### **Schedule Change Process:**

- There will be fewer options available to the student if changes are requested once the master schedule is set.
- Not all change requests can or will be honored due to lack of course availability, student/class ratios, teacher assignments or if the request is not being made for a sound educational reason.
- However, if circumstances change after the time of course selection, students must contact their counselor via a course request form to request a change. The school counselor will discuss the availability of classes and decisions will be made in the best interest of the student.
- Once the school year begins, the expectation is that students will honor their schedules.
- Only changes that are educationally based will be considered.
- Students should discuss any schedule change requests with their teacher **BEFORE** contacting their Counselor.
- A schedule change request will be evaluated based on the appropriateness of the change.
- If approved, students may withdraw from a course and add an alternate credit course during the **first eight days of a semester-long or year-long course**.
- Students in a year-long course need to meet with their teacher, parent, and Counselor to discuss any change in schedule due to the length of the course and impact on credits.
- SVHS offers 2 options for students who request to withdraw from a course after it is underway past the eighth day of the course.
- The student must schedule an alternate course available in that same time slot; and the change must have the approval. No credit will be awarded for a changed class.
  - A "WP" (withdrawal/passing) will be recorded on the student's transcript if the student is permitted to drop the course per the decision of the schedule change committee (including the teacher's input). The student's average at the time of withdrawal is passing and no greater than a 75% after completing multiple tutoring sessions with the teacher. No credit is awarded for a WP.
  - A "WF" (withdrawal/failing) will be recorded on the student's transcript if the student is permitted to drop a course per the decision of the schedule change committee (including teacher's input) with a failing average at the time of withdrawal after completing all assignments and attending multiple tutoring sessions. No credit is awarded for a WF.

## **Final Exams:**

**Rationale:** The amount of material that students know, understand, and retain for use in subsequent coursework and testing will be increased if students study progressively and are asked cumulative questions on periodic tests to provide feedback on their comprehension and retention. Final exams will be given to all students. They provide a means of evaluation, provide new learning, provide a summary of their learning, and will prepare the college-bound students for their college experience.

**Final Exam Senior Privilege:** Senior students with an overall course average of 93% or above during the final exam testing window may be exempt from taking the final exam for that course. All students are required to take midterm exams. Senior Privilege is not applicable for AP courses.

**Attendance for Midterms and Final Exams:** Attendance for midterms and final exams is mandatory. Failure to report for a final exam without a medical excuse or advance permission from the building principal may result in a 0 for the exam grade.

## **Exemption from Instruction (School Board Policy 105.2):**

The Saucon Valley School District will excuse students from specific instructional units or lessons when this instruction conflicts with religious beliefs and/or moral principles of the parent(s), guardian(s), and/or the pupil. All requests must be made in writing and detail the specific instruction from which the student is to be excused. The written excuse must be sent to the building principal. It is the responsibility of the student to request permission to leave class when the specific instruction objected to is presented. The parent/guardian may request suggested replacement educational activities but must be consistent with the goals of the class and achieve the academic standards necessary for graduation.

## **Remediation:**

Students who have a failing average, less than 65% in any class, or need assistance in any class are encouraged to attend remediation sessions with their classroom teacher. Sessions should be scheduled with your teacher in advance.

## **Homework Requests and Make-Ups:**

It is the responsibility of the 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.

## **NCAA Eligibility:**

All student athletes interested in continuing their athletic careers at the collegiate level (Divisions I and II only, Division III is not affected) must familiarize themselves with NCAA Eligibility rules and requirements, as high school course selection can have an impact on future collegiate academic eligibility. Student athletes are advised to begin planning early in their high school careers in order to meet NCAA requirements, which are found in detail within the [Updated SVHS Program of Studies 2023-24](#). It is the student athlete's responsibility to be aware of

NCAA requirements. Please contact your coach, the Athletic Office, or your Guidance Counselor, if you have any questions.

### **Bethlehem Area Vocational Technical School:**

BAVTS has the goal to enhance curricular choices for all students. Saucon Valley High School proudly partners with Bethlehem Area Vocational Technical School (BAVTS) to offer hands-on experience and application based specialized skills in a variety of career clusters. First year students attend AM and second and third year students attend PM. For more information contact your Guidance Counselor or visit the [BAVTS website](#).

### **2023-24 Standardized Testing Dates:**

- PSAT/NMSQT – The PSAT will be offered in October, 2023 for all students in Grades 9-11. More information will be sent out through announcements.
- SAT – See [Collegeboard.org](https://collegeboard.org) for dates and to register
- ACT - See <https://www.act.org/content/act/en.html> for dates and to register
- AP Testing - The AP testing window runs from May 6, 2024 - May 10, 2024, & from May 13, 2024 - May 17, 2024. See [AP Test Dates 2024](#) for individual exam test dates
- Keystone - [Testing Windows](#) for this year from the state are:
  - Winter Wave 1 - December 4th - 15th, 2023
  - Winter Wave 2 - January 3rd - 17th, 2024
  - Spring - May 13th - 24th, 2024

## **ATTENDANCE**

### **Attendance Policy and Procedures (School Board Policy 204):**

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 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 6 and 18 to attend school. An absence from school will only be considered excused if it is for one of the following reasons:

- Illness/Injury/Quarantine

- School sanctioned activities
- Required court attendance
- Family emergency
- Bereavement/Funeral for Immediate Family Member
- Religious observances
- Approved absences by the administration (ie. Ed Trip)
- Doctors appointments

All of these listed absences require written documentation, from the parent/guardian and/ or doctor, to be submitted to the Attendance Office within three (3) days of return to school following the absence. Please Note: The mere fact that a parent/guardian provides an explanation for the absence does not qualify the absence as excused.

### **Returning Absence Excuses:**

- Absences will be recorded as unexcused/unlawful until the district receives a written excuse explaining the absence, to be **submitted within three (3) school days of the absence.**
- Signed parent excuses or medical excuses should be submitted to the Attendance Office or may be e-mailed to the attendance secretary at:  
hs-attendance@svpanthers.org

### **Unexcused Absences:**

Any student under the age of 18 who has three (3) unexcused absences in a school year will also be referred to *Northampton County Truancy Prevention Program* and may appear before a truancy officer for an informal hearing. **Any subsequent unexcused absences will result in the creation of a School Attendance Improvement Plan (SAIP) and the issuance of a truancy citation through the local magistrate.** The creation of a SAIP will occur and a SAIC (School Attendance Improvement Conference) will be required.

### **Cumulative Absences (10 or more):**

Any student who accumulates more than ten (10) lawful absences verified by parental notification within a school year, not including pre-approved educational trips, shall be required to supply a medical doctor's note for any subsequent absences. Each note should include why the child could not attend school and the specific dates of the child's absence(s). A letter will be sent to a parent/guardian informing that a doctor's note will be required for all future absences for those who exceed 10 days of lawful absences. Failure to submit a doctor's note will result in any additional absences being documented as unexcused/unlawful.

### **Truancy (ACT 29, CHAPTER 11 - SEC. 11.3, REVISED November 2016):**

The latest truancy law raises the fine to parents and students 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 can 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 they will 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.

### **Morning Attendance/Tardies:**

Students are required to be in the homeroom before the bell rings at 7:30 a.m. Any student arriving to homeroom/school AFTER the homeroom bell has rung is considered late/tardy and MUST report to the Attendance Office & be recorded as late to school at which time they will obtain a pass in order to report to HR/class. Any student who is tardy to school more than five times in a semester will receive a detention for each subsequent tardy after the fifth tardy in a semester. It is the student's responsibility to attend all issued detentions.

**Any student who arrives at school after 9:30 a.m. will be considered absent for one half of a day (AM); any student who arrives after 11:00 a.m. will be considered absent for the whole school day.**

### **Early Dismissal Procedures:**

Students who need to be excused from school before the end of the regular school day (2:19 pm) 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 will be excused. When returning from an appointment, it is required that the student have written documentation of the visit. The student will sign out before they leave and sign in after they return. Students are not permitted to leave the building during the school day unless they have written permission from a parent/guardian and have permission from the office.

### **Sent Home by School Nurse:**

If the school nurse does not feel that it is medically necessary to send a student home and the parent chooses to take the student home, a doctor's note will be required or it will be considered an unexcused/unlawful absence. *Students sent home by the nurse may not participate in school activities without a doctor's note.*

### **Educational/Family Trip Guidelines (School Board Policy 204.1):**

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 204.1, family trips for educational purposes and educational tours are considered excused absences. **Please note:** according to state law, family vacations cannot be classified as legal absences, therefore will be reflected as days absent from school for your child even if classified as excused. Parents may be served a "Legal Notice of Absences" if the absence from school is for three (3) or more days. Absences from school for ed/family trips will be considered unexcused, unless the trip can be judged educational in nature by the building

administration. **We respectfully request that trips be avoided during the scheduled state & local testing dates. Testing dates appear on the school calendar. Please use this as a reference when planning a vacation. (See *District Calendar*)**

- **A Request for Approved Absence Form can be secured from the Attendance Office, District Office or our website:**  
[Saucon Valley School District](#)

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

1. The student'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 student's participation on the trip/tour has been approved by the school administration.
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.

**The Board may limit the number and duration of trips/tours for which excused absences may be granted to a student during the school term.**

### **Mission Statement:**

The mission of the high school counseling department is to provide a comprehensive program addressing the personal/social, academic and career development of all students. Students are seen at least three times a year by their Guidance Counselor to review their educational plan, review credits for graduation and help them set goals for their future.

Students may make an appointment to see their Guidance Counselor as the need arises.

Please visit the [Counseling Office on our website](#) for information regarding Career and College preparation, special programs, registration deadlines for PSAT/SAT, scholarship and financial aid information as well as a list of helpful websites.

### **College Planning:**

#### **College Visits:**



Students are permitted up to **three (3) excused absences** for college visits. Students must ensure that they:

- Provide a note from parent/guardian detailing college visits.
- Obtain a note from the Admissions Office of the college indicating a completed visit.
- Return the form to the Guidance Counselor and Attendance Office.

#### **Early College Admission Guidelines:**

- SVHS believes there is value in completing senior year of high school however; some students will be eligible to attend college on a full-time basis senior year. Refer to Board Policy for guidelines.

#### **Letters of Recommendation:**

- Students are responsible for requesting and obtaining letters of recommendation from teachers.
- Students should provide teachers with a reasonable time frame to complete the letters of recommendation.

#### **Transcripts:**

Colleges and Universities will want **official** high school transcripts. This means 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 who want 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. A student's cumulative GPA and class rank are also included. Keystone scores may be listed.

## **STUDENT CODE OF CONDUCT**

#### **Discipline Philosophy:**

In order to maintain a positive learning environment, the SVSD has an obligation to provide fair and consistent guidelines for handling inappropriate behavior, while recognizing the needs and rights of all parties involved, within the confines of the law. Discipline in secondary school is designed to help students learn how to behave and function as good citizens within the larger school environment. Discipline is not just about consequences, but also about teaching and learning. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment. We expect students to demonstrate respect for people, property, and an orderly school/classroom environment. We teach, model, and encourage appropriate conduct. School rules govern student conduct on school property, buses, and at all school-sponsored events or while representing Saucon Valley School District.

### **Behavioral Expectations:**

Saucon Valley High School has five behavioral expectations which spell out the acronym CLAWS.

**Courtesy**

**Leadership**

**Accountability**

**Willingness (Acceptance)**

**Safety**

Students are taught the expectations at the beginning of the school year and are positively acknowledged for appropriately adhering to the expectations.

Students who chose not to adhere to the expectations, are given opportunities to correct their behavior through a variety of consequences/corrective actions through the Student Discipline Code.

### **Student Discipline Code:**

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:

- Foster responsible behavior and self-discipline
- Ensure the rights and personal dignity of others
- Promote cooperation between the home, school, and community
- Define minor and major offenses
- Provide appropriate disciplinary options
- Protect and maintain public and private property
- Comply with federal, state, and local laws

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 will be referred to administration.

A **referral/log entry** will 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. Violations of expectations of the Code of Conduct may result in, but are not limited to, **Verbal Warnings, Parent/Guardian**

**Conferences, Lunch Detentions, Alternative Learning Assignments, After-School-Detentions, Hallway Restriction/Escort, Bus Suspensions, Restitution, In-School Suspension, Out-of-School Suspension, Expulsion, Police Notification.** In

addition to any consequences received, supportive services may also be provided to assist in correcting behavior. This may include, but is not limited to, referral to Student Assistance Program, referral to inclusion in supportive groups (ex. smoking cessation, conflict resolution,

coping skills), facilitated mediation, referral to Tier II (Check-In/Check-Out program) or Tier III (RENEW) behavior interventions.

### **Alternative Assignments (Behavior Modification Lessons/Reflections):**

Alternative learning assignments may be assigned to assist in reteaching student learning expectations and/or to reflect on a student's actions. These assignments may be given in isolation or in addition to detention, ISS and OSS. Failure to complete these assignments may lead to additional consequences.

### **Lunch Detention:**

Lunch detentions will be held in the Lunch Detention/ISS Room. Students will report to the Lunch Detention/ISS Room on their scheduled days. Students are to bring their lunch to the assigned lunch detention room. The student may complete school work during their lunch detention. However, students are prohibited from using electronics during lunch detention. Failure to comply, may result in additional consequences.

### **After-School Detention:**

After-school detentions will be held from 2:25 pm to 2:55 pm. Students must not be late but if so must have a written pass/e-Hall pass. **Transportation home is the responsibility of the student/parent. There will be no transportation provided by the school.** Students may be given a minimum of 24 hours notice so that alternate transportation arrangements can be made. It is the responsibility of the student to notify their parents/guardian of their assigned detention. 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. Doctor's notes are the only exception for a student to miss detention. The detention will be rescheduled for the following school day upon receipt of the note. Being on an athletic team or in a school activity is not a valid excuse.** 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 may be assigned and must be completed fully in order for the detention to be considered fulfilled. Student reflection sheets/behavior modification lessons may be assigned during detention. No electronics will be permitted during detention. Failure to comply with detention expectations may result in additional consequences.

Missed/skipped detentions will result in the following consequences:

- o First missed detention: Warning and Rescheduled Detention
- o Second missed detention: 2 Detentions assigned
- o Third missed detention: 1 Day ISS & Parent Meeting

### **In-School Suspension (ISS):**

An ISS is a consequence that allows the student to remain in school under the supervision of professional staff. ISS forbids the student from participating in any school activity or sporting event until the following school day that the ISS has been served. ISS is held from 7:30 am to 2:19 pm in a structured environment away from the student population. A student who serves

an ISS must leave school property by 2:25 pm and may not return that day. Any work assigned in ISS is expected to be completed during the assigned suspension (including any behavior modification lessons and/or reflections). If the student chooses not to complete the work, the teacher may apply a grade of zero at his/her discretion. Any student who chooses to leave ISS without permission may be assigned additional days of in-school or out-of-school suspension.

### **Out-of-School Suspension (OSS):**

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 they violate this. During the suspension, parents/guardians may request from the Main Office or school counselor that assignments be put together for their student, and those assignments can be picked up by the parents/guardians in the Main Office between 2:25 pm and 3:15 pm. 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.

### **Discipline Levels of Behavior & Definitions:**

**Behavior Definitions:** Please note, this list is not exhaustive. Any behavior which violates the SVHS expectations may constitute a referral to administration and possible consequences.

#### **Level I (Minor): 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. Failure to comply with Level I (Minor) Behaviors may result in consequences such as a verbal warning, parental contact, alternative assignments, lunch detentions, and/or after-school detentions. Additional consequences may be issued for repeated violations of Level I Behavior.

<b>Level I Minor Behaviors of Concern</b>	Minor behaviors of concern will result in Level I consequences. Please note, after three minor referrals for the same behavior, a major referral will be issued and additional consequences may be imposed for insubordination.
<b>Bus Concern (Minor)</b>	Minor infraction of the bus rules (delineated in the student handbook in the section entitled "Bus Information") and/or other infractions outlined in the discipline code.
<b>Cell Phone Accessibility During Instructional Time</b>	Cell phones are to remain off and away during instructional time to maximize engagement with student learning. Students who have their cell phone out/visible during instructional time without faculty approval will be reminded to put the device away. Refusal to put the device away or continued violation will result in an automatic major referral for Insubordination.
<b>Cheating on a Homework or Classwork Assignment</b>	Students copy or share homework or classwork. A student who engages in cheating on a homework or classwork assignment will receive a 0 for the assignment and a minor referral.
<b>Defiance (Minor)</b>	Students engage in brief or low-intensity (avoidance, quiet refusal) failure to follow directions or talks back.
<b>Disrespect (Minor)</b>	Students direct rude, impolite, words or actions toward staff members or peers (includes mumbling remarks under breath).

<b>Disruption (Minor)</b>	Students interfere with classroom instruction/learning or school routines with words or actions.
<b>Failure to Follow Pass Procedures</b>	Failure to obtain a pass from a faculty or staff member to go to desired location through e-Hall Pass; being in the hallway without being signed in to e-Hall Pass; failure to see a teacher who provides you with a pass (e.g. labs & tutoring); leaving the cafeteria without prior permission.
<b>Inappropriate Language</b>	Students use inappropriate language without malicious intent (excluding harassment language which is considered a Level III/Major Behavior).
<b>Loitering</b>	Student loiters in unauthorized areas including hall, auditorium, cafeteria, or lavatory.
<b>Physical Contact/Horseplay</b>	Students engage in minor inappropriate physical contact including, but not limited to minor horseplay and public displays of affection.
<b>Property Misuse</b>	Students exhibit careless handling of school property.
<b>Tardy</b>	Students arrive late to their assigned location without a pass.
<b>Unprepared for Class</b>	Students fail to bring necessary materials to class.
<b>Violation of Electronic Device (Minor)</b>	Use of any electronic device (including headphones/ear buds/ cell phones, etc.) in areas of the high school building other than halls or lunch or otherwise allowed by staff.
<b>Other Minor Misbehavior</b>	Misbehaviors that cause disruption or are off-task during the school day. Examples include, but are not limited to, making loud noises, unmitigated sleeping, being inattentive, unauthorized parking, library misconduct, class misconduct.

### **Level II (Major): 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. Failure to comply with Level II Behaviors may result in consequences including lunch detentions, after-school detentions, bus suspensions, hallway restriction/escort, alternative assignments, restitution, loss of privileges, and both ISS and/or OSS.

<b>Level II Moderate/Major Behaviors of Concern</b>	Level II major behaviors of concern will result in Level II consequences. Based on the nature of the infraction, the behavior may rise to a Level III or Level IV infraction.
<b>Cheating</b>	Student copies or shares assessments. A student who engages in copying or sharing an assessment (including projects) will receive a 0 for the assignment and a major referral.
<b>Cutting Class</b>	Students arrive late (15 minutes), leave, or miss class without permission.
<b>Defiance (Major)</b>	Student repeatedly talks back or refuses to follow directions and continues inappropriate behavior.
<b>Cutting After School or Lunch Detention</b>	Students who do not attend after-school or lunch detention when assigned. Consequences will include the detention being rescheduled and a warning issued. A second failure to attend the reassigned detention will result in two detentions assigned. Failure to attend the two reassigned detentions will result in ISS and a parent conference.
<b>Disrespect (Major)</b>	Students direct socially unacceptable words or rude, dismissive comments or actions (including cursing) toward a staff member or peer.
<b>Disruption (Major)</b>	Students engage in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and sustained out-of-seat behavior.

<b>Dress Code Violation</b>	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district that cannot be corrected in school or student refuses to correct in school
<b>Forgery</b>	Students sign a person's name without that person's permission.
<b>Level I Unmodified Misbehavior</b>	Continuation of any Level I misbehavior previously addressed by a teacher or administrator.
<b>Minor Verbal Altercation</b>	Verbal conflict by two or more parties.
<b>Out of Bounds Location</b>	Students go to an area outside of school boundaries (outside the high school building) without permission by faculty or administration, but remain on campus.
<b>Peer to Peer Misconduct</b>	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting or on a school electronic device.
<b>Plagiarism</b>	Students take credit for someone else's work or ideas. This will result in a 0 for the assignment and a major referral.
<b>Safety Concern</b>	Students intentionally create a safety concern. This may include, but is not limited to, leaving outside doors propped open, unintentionally putting oneself or another at risk of harm.
<b>Theft</b>	Students possess or pass on someone else's property. Depending on the nature of the violation, this may also be a Level III violation.
<b>Vehicle Code Violation</b>	Infraction of any of the rules delineated in the student handbook in the section entitled "Automobile Policy".

### **Level III (Major): Description of Behavior:**

This misconduct 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.

<b>Level III Major Behaviors of Concern</b>	Level III major behaviors of concern will result in Level III consequences.
<b>Abusive Language</b>	Aggressive use of words to attack a student or staff member in order to demean, belittle, incite, anger, or otherwise provoke.
<b>Bullying</b>	Students seek to harm, intimidate, or coerce someone perceived as vulnerable through electronic, written, verbal, or physical means in or outside the school setting. Please reference the Bullying policy (Board Policy 249) for additional information.
<b>Conduct that Presents Danger to the Health and Welfare of Others</b>	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc. )
<b>Fighting</b>	Students mutually participate in an incident involving physical violence.
<b>Harassment/Intimidation</b>	Any verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. Please reference the Harassment Policy (Board Policy 103) for

	additional information.
<b>Inappropriate Display of Affection</b>	Students engage in inappropriate (as defined by school) verbal or physical contact of a sexual nature with another person.
<b>Insubordination</b>	Students refuse to comply with a reasonable request issued by school staff for the benefit of maintaining a safe and productive educational environment (this may include examples such as refusal to put away a cell phone during instruction).
<b>Leaving School</b>	Leaving school grounds without permission from a staff member before the end of the student's school day.
<b>Level II Unmodified Misbehavior</b>	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator.
<b>Physical Aggression</b>	Students engage in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, horseplay which creates a dangerous safety concern, etc.).
<b>Property Damage/ Vandalism</b>	Students participate in an activity that results in destruction or disfigurement of property. In addition to school consequences, and any potential police involvement, students will be required to pay for any damages incurred including replacement costs.
<b>Reckless Endangerment</b>	Any act that creates a substantial risk of serious physical injury to another person.
<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment. Please reference the Title IX policy (Board Policy 103.2) for additional information.
<b>Technology Violation (Major)</b>	Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "Viruses", "chain-letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content, or creating any other situation which deters from a positive learning environment.
<b>Terroristic Threats Excluding Bomb Threat</b>	Committing an act for the purpose of terrorizing another or of causing panic or fear.
<b>Theft</b>	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
<b>Threatening School Official or Student</b>	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family during school hours and on school property.
<b>Trespassing</b>	Unlawful entry by a person into private property or area within the building without permission; or being on school property while on OSS.
<b>Use or Possession of Tobacco Products including e-cigarettes and e-cigarette Products</b>	Possession of tobacco or smoking paraphernalia in or on school property. Possession of tobacco, smoking paraphernalia, or use of any form of tobacco or vape product on school property. In addition to suspension, students will be cited for possession on school property. Please reference the Tobacco Policy (Board Policy 222) for additional information.

**Level IV (Major): Description of Behavior:**

This misconduct is illegal. These acts are criminal and/or are so serious that they always require administrative action that results in suspension. Intervention of law enforcement authorities is possible, as is expulsion by the Board of School Directors.

<b>Level IV Major Behaviors of Concern</b>	Level IV major behaviors of concern will result in Level IV consequences.
<b>Bomb Threat</b>	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
<b>Possession of a Weapon</b>	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. Please reference the Weapons Policy (Board Policy 218.1) for additional information.
<b>Possession / Use of a Controlled Substance or Lookalike</b>	Possession or use of controlled substances in or on school property or at school-sponsored events. Please reference the Tobacco Policy (Board Policy 227) for additional information.
<b>Simple Assault</b>	Intentional physical contact of another person without retaliation.

**Additional Disciplinary Guidelines:**

- Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
- Restitution must be made whenever property damage, vandalism or theft takes place.
- The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
- The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include athletic events, field trips, proms, class trips, and dances.
- All disciplinary action that results from end-of-the year violations of the Code of Conduct must be served before final exams are taken.
- Senior students must complete all detentions or any other consequences, prior to obligation day.
- Suspended students may not be on school grounds at any time during their suspension until the following school day. This includes before and after-school activities.

**Hearing/Right of Appeal: Informal Hearings:**

The building administration in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the



suspension to the Superintendent as soon as possible. No student may be suspended without notice of the reasons for which they are suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended. When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such a hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Informal hearings under this provision shall be conducted by the building administration. If the complainant or accused is not satisfied with the building principal's decision, they may file a written appeal to the Superintendent.

### **Hearing/Right of Appeal: Formal Hearings**

A formal hearing shall be required in all expulsion actions, unless both parties agree to mutually accept the terms of the expulsion prior to scheduling hearing. The School Board requires each hearing shall be closed to the public unless the student and/or the parent/guardian requests a public hearing. A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in their normal class, after an informal hearing, unless it is determined that the student would constitute a threat to the health, safety, morals or welfare of others. Each suspended student involved in a formal hearing shall be restored to the regular educational program pending the outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses a danger to the student or others in the school community. Title 22 Sec. 12.8

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. Sufficient notice of the time and place of the hearing.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. The right to representation by counsel.
5. Disclosure of the names of witnesses and copies of written statements or affidavits of witnesses.
6. The right to request such witnesses appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.

### **Anti-Discrimination & Harassment:**

It is the Policy of the Saucon Valley School Board to provide an equal opportunity for all students to achieve their maximum potential through the program offered in the District. Discrimination and harassment in any form is incompatible with the goals and policies of the District. Students are expected to demonstrate respect for all members and guests of the

SVSD community. Any student exhibiting behavior that infringes through actions, language or symbols which is found to be prejudicial or discriminatory against individuals or groups by reason of their race, color, religious creed, ancestry, handicap, disability, sexual orientation or national origin (any “protected classes”) will be disciplined according to the SVSD Code of Conduct. All students should be familiar with the expectations of School Board Policies 103 (Nondiscrimination in Schools and Classroom), 103.1 (Nondiscrimination - Qualified Students with Disabilities), 103.2 (Title IX Nondiscrimination) and Policy 249 (Bullying/Cyberbullying).

**Students who believe they have been subject to discriminatory and/or harassing behavior as defined by these policies are encouraged to file a complaint. The District takes such complaints very seriously and will investigate such claims promptly.**

### **Student Searches (School Board Policy 226):**

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

### **Dress Code:**

- Footwear must be worn at all times and must be appropriate to the situation. Teachers have discretion for classroom situations such as Chemistry Lab and Ecology or any other classroom experience.
- All bags including backpacks and purses (large or small) are not to be carried throughout the building. They MUST be stored in lockers. A clutch bag the size of a small pencil case may be carried but may not contain shoulder straps. Exceptions will be made for medical reasons.
- Styles of dress and appearance, which infringe upon the rights of others and which are not mentioned in these guidelines will be dealt with on an individual basis by the administration.
- Adornments, which are decorations to clothing that are obscene, offensive, or degrading – such as symbols, designs, suggestive language, and references to drugs, alcohol, tobacco and violence may not be worn on school property.
- Hats, caps, bandanas or other head coverings that distract from instruction are not to be worn in the building and should be removed upon entry. Hats or other head coverings worn for cultural, ethnic, religious, health or other reasons shall be considered

exempt from this rule. It is kindly requested that the parent/guardian and/or the student share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.

- In addition to the aforementioned criteria, the administration reserves the right to make decisions regarding the decency of student dress.
- **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.**
- **Any student who repeatedly violates the dress code will be referred to the office and will be assigned the appropriate disciplinary consequences. If dress code violations continue, the actions will be considered insubordination.**

### **Bus Information:**

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 SVSD 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. The SVSD does audio/videotape school bus runs.

### **Bus 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 is 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 are 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 SVSD 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 your 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; profanity or other language and shouting at others; pushing and shoving others; throwing or shouting things at passing vehicles.

### **Personal Electronic Devices (School Board Policy 237):**

The Board prohibits the use of any electronic devices by any High School student during instructional times during the school day (from the beginning of Homeroom until the end of the last period), except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so. Students in the High School are permitted to use electronic devices during non instructional times including lunch periods, study halls, between classes, before school hours, and after school hours, so long as such use does not:

1. Disrupt school activities or instruction
2. Violate any other board or school policies
3. Violate state or federal law
4. Violate any of the prohibitions set forth elsewhere in this policy.

Students are prohibited from connecting to the School District's internet access without express authorization from a school administrator. Advisors and coaches of extra-curricular activities shall have discretion to regulate and limit the use of electronic devices by high school students while participating in sports or extracurricular activities, and school sponsored trips.

### **Loss or Damage to Personal Electronic Devices**

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

### **Penalties for Violations**

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy. All confiscated electronic devices shall be delivered promptly to the building administrator's office. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense. Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

### **Hall Behavior & Passes:**

All students are required to generate an eHall Pass, via their iPad, whenever a request is made to leave the classroom. When a student receives an e-Hall Pass, students are to travel directly from their location to the destination in which it was approved. Students are required to utilize eHall Pass in a timely manner. Student Hall Pass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

Movement in the halls must be quiet and orderly. Keep the halls clean. A student is not permitted in the halls during class time unless they have signed out on e-Hall Pass. Should a

student abuse pass privileges, a referral to the office will be made where disciplinary action may be taken.

## OPERATIONS

### **Athletics & Activities:**

Participation in co-curricular activities is an important part of a student's educational experience. 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 high school academic record.

The activities program at Saucon Valley provides each student an opportunity to follow their interests 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.

For an updated list of current opportunities: [Saucon Valley High School Activities](#)

### **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 the Main Office. If a student wishes to register their car during the school year, they should do so in the Main Office. A car tag will be issued after the following conditions have been met:

1. Completion of registration form
2. Proof of liability insurance
3. Presentation of valid Pennsylvania Driver's License
4. ***All outstanding debts are paid off prior to the issuance of a parking tag.***

A \$5.00 fee is charged to replace a lost parking tag.

**Driving 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 vehicles.
3. Not parking properly in spaces or properly displaying the parking pass on the rearview mirror.
4. Going to and/or moving automobiles 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 any lot or area outside of the designated High School Student Parking lot during school hours.
8. Athletes/Extra Curricular Participants: Parking in any lot or area outside of the High School Student Parking lot or MS Pond Lobby Lot on weekdays is not permitted. Athletes may park between the school road (Panther Way) and the golf course when events are held on field above the stadium. Notes: Students are never permitted to park inside the stadium or tennis court area (with the exception of overnight secure parking for traveling teams)

Parking in the Middle School, Elementary School, Bus Driver's lot, High School faculty lot or Athletic Parking lots is not permitted during school hours.

If a student's driving privileges have been revoked or suspended, he/she is not to park on the school campus, nor is he/she to drive through the school campus.

Student vehicles are subject to search while on campus.

### **Cafeteria:**

Our school operates with three lunch periods scheduled during Block 4, 6 & 8. **Lunch is considered a class; therefore, students must report in a timely manner.** Students may purchase lunch in school or bring one from home. **Ordering fast food to be delivered is not an option.**

There is staff on duty in the cafeteria to supervise lunch periods. 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 on a first-come/first-serve basis in an orderly manner.
3. Students are required to use their student ID cards to purchase 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 and discard the trash in the manner designated.
5. Do not leave the cafeteria or outside eating area until dismissed by the staff members 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 brought from home.
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. A pass from a teacher must be presented to the supervisors 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 and must have permission by a staff member to use the bathroom.

### **Dances/Prom:**

#### **The following must be observed:**

1. The persons attending the dance will be limited to students **who reside in the Saucon Valley School District** and their guests.
2. All guests must have a pre-approved guest form completed prior to the date of the dance & must provide ID at admission to the dance. All guest forms must be handed in 1 week prior to the dance. Guests may not be above the age of 20.
3. 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.
4. All school rules apply at dances.
5. If any disciplinary action is needed, students will be interviewed and if needed, parents will be notified and consequences may be imposed.
6. No student is to come to a dance or the prom under the influence of alcohol or drugs.
7. No student may 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.

### **Financial Obligations:**

Financial obligations of students must be met promptly. Any materials and/or equipment lost, damaged or misused must be paid for by the student(s) responsible. If items are stolen, they must be reported to the Main Office immediately. All athletic equipment, band uniforms, musical instruments, textbooks, iPads, iPad accessories, etc., issued to students must be signed out at the conclusion of the season/course, the student must return any school issued equipment, at which time it is checked for damage or misuse.

- Each student who fails to turn in an assigned textbook, iPad, supplemental book, or any other equipment associated with academics/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 notification from the teacher/coach/director to inform parents.
- The student's name will be given to the Main 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 extracurricular activities and sports, class trip privileges and/or prom privileges.**

- **Any senior who fails to pay outstanding debts may lose senior privileges and/or will not be permitted to participate in graduation ceremonies.**
- Failure to pay for damaged or lost school property may also result in a referral to the district magistrate.

### **Fire/Emergency Drills:**

#### **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. Signs posted in all rooms designate fire drill routes. 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 and upon re-entry.

#### **ALICE Drills:**

Staff and students in Saucon Valley are trained annually in the Alert, Lockdown, Inform, Counter, and Evacuate (ALICE) response to emergency situations. ALICE represents a mindset shift away from the idea that locking down and hiding is the only way to respond to a violent incident. Instead, it takes a proactive options-based approach to responding to emergency situations.

### **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/School Nurse:**

The Health Suite is located next to the Athletic Office. Our nurse is available in the building everyday. If you feel ill or have an accident, notify your teacher and the nurse will report to your classroom to assist you. The nurse may bring you back to the Health Suite to best assist you. When you leave the Health Suite, they will create an e-hall pass. **DO NOT go to the Health Suite between classes, but go to your next class and notify your teacher.**



Only first aid and emergency care are given at school. The nurse may not dispense aspirin or other medication, except on written order from a doctor, dentist or parent.

The nurse works closely with the Main Office & Attendance Office in checking your attendance. In the event of a serious accident, illness, hospitalization, or communicable disease, you should notify the Attendance Office. Except in emergencies, parents are responsible for transportation of an ill or injured student. 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 a family doctor for further treatment if necessary.

### **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 outlined in the policy. Insurance brochures, thoroughly explaining the policy, are given to each student early in the year. Subscriptions are not mandatory.

### **Library:**

The library is open from 7:30 am - 2:30 pm each full school day. Students may utilize the library during their lunches (with prior approval), after school, and other times with teacher permission. Students will be required to use eHall Pass to access the library. The library provides students with the print and electronic resources needed to complete school assignments and pursue personal interests. Electronic subscription databases and the library catalog can be accessed through the library's web page both at school and from home. Passwords for the databases are provided in the library. Students should also visit the library for iPad troubleshooting and support. For a detailed description of the library's resources, policies, and procedures, please visit the library's web page on the Saucon Valley High School website.

### **Lockers:**

Freshmen and new students will be assigned lockers. 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. If a student's assigned locker has graffiti, writing, symbols or any other item on the inside or outside of his/her locker then he/she is 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. Teachers may permit locker access during class but only 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.

**Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.**

### **Lost & Found:**

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

### **Money & 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 safekeeping. 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 stolen/missing items.

### **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. If a student is excused from Physical Education for medical purposes, they are given an alternate assignment.

### **PowerSchool:**

The Saucon Valley High School provides access for parents to view their student's information using PowerSchool. This is provided on a secure website, protected by a secure username and password. If needed, please contact your student's counselor and/or the Main Office for your personal login information.

### **School Field Trips:**

School-sponsored field trips are an important educational experience. Before planning such a trip, it first must be approved by the administration. 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. A student may not be permitted to attend a field trip if he/she is failing 2 or more courses at the time of the trip.

### **Smoking/Tobacco/Vaping Devices:**

The SVSD, as an educational institution recognizing the hazards associated with smoking, tobacco AND vaping 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, tobacco, and vaping 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 or vape product on school property, they subject themselves 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, Smoking/Tobacco Use Policy. 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. NOTE: Possession of any look-a-like tobacco product/substance is not permitted on school grounds and is also subject to disciplinary action.

### **Student ID's:**

Students must possess their photo identification cards upon entering the high school and must be readily available throughout the entire school day should they be asked to show it. If a student loses their ID card, they must pay a \$5.00 replacement charge at the Main Office. Failure to possess proper identification when asked may result in after-school detentions. Students may receive a total of two (2) verbal warnings for the school year prior to issuance of a consequence. Repeated failure to possess identification will be considered a security risk and considered insubordinate.

### **Student Records (School Board Policy 216.3):**

Education records, including academic, health, attendance and discipline files are maintained in the building where the student attends school. The maintenance, disclosure, transfer and destruction of records is completed according to the parameters dictated in School Board Policy 216.3. Annual notice related to parent access to records is published on the district website. Parents wishing to inspect their student's records should make a written request to the building principal. The district destroys education records when they are no longer educationally relevant and in accordance with the guidelines in Policy 216.3.

### **Textbooks/Ipads:**

In most subjects, students will be issued a textbook, which remains the property of the school district. Students are responsible for each book, which is numbered and recorded in the teachers' notebooks. 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. All outstanding obligations are to be paid by the end of the school year. **If obligations are not paid, attendance at student activities may be denied including but not limited to athletic events and/or other student social events such as school dances/ prom, class trips and/or graduation ceremony. Parking privileges for the following school year may also be held until debts are paid.**

### **Visitors:**

All parents/visitors who enter the High School must report to the HS Attendance Office, sign in, show valid ID, leave the valid ID or keys and receive a Visitor's badge. Visitors will receive their keys or ID when they sign out and their badge is returned. This procedure allows another level of security. The badge allows the staff to readily identify if it is appropriate for an individual to be in the school. In addition, we will stop all visitors who are not wearing badges and redirect them to the office to sign in. Former high school students are welcome to visit during the holiday season, however, are not permitted in the building until 2:20 pm. Students are discouraged from bringing visitors to Saucon Valley High School.

### **Withdrawals from School:**

If a student intends to transfer out of our school into another school, they should first bring a note, signed by their parent/guardian, informing the office of the plans to transfer (date, place, name and address of school). The student will be issued a withdrawal form, which they must give to each of their teachers, the Attendance Secretary, Athletic Director, Main Office Secretary and the Librarian to be signed, verifying the return of all school property.

A transcript of their high school credits, a transfer card, and a report card will be given to the student after the completed form is returned, which indicates that everything has been returned and has been submitted to the Counseling Office.

### **Working Papers:**

Students under the age of 18 are required by state law to have working papers. Working papers are available in the office between 8:00am and 3:00pm when the high school is open. The application is to be completed and signed by the parent /guardian. **Proof of age must be provided and can be in the form of a birth certificate, baptismal papers, passport or driver's license.** If a Parent / Guardian is unable to report to the school in person, an application may be taken home by the student and returned with signature and proof of age.

## **APPLICABLE BOARD POLICIES**

(For a full listing of Board Policies, please visit the SVSD Website)

[103 Nondiscrimination/Discriminatory Harassment - School and Classroom](#)

[103.1 Nondiscrimination/Discriminatory - Qualified Students with Disabilities](#)

[103.2 Title IX/Nondiscrimination - Based on Sex](#)

[105.2 Exemption from Instruction](#)

[118 Independent Study](#)

[124 Summer School](#)

[204 Attendance](#)

[204.1 Educational Tours and Trips](#)

[205 Postgraduate Students](#)

[206 Assignment within District](#)

[207 Withdrawal From School](#)

[209 Health Examinations and Screenings](#)

[209.1 Head Lice](#)

[210 Use of Medications](#)

[210.1 Use / Possession of Asthma Inhalers](#)

[214 Class Rank](#)

[215 Promotion and Retention](#)

[215.1 Course Advancement](#)

[216.3 Education Records](#)

[217 Graduation Requirements](#)

[218 Student Discipline](#)

[218.1 Weapons](#)

[218.2 Terroristic Threats or Acts](#)

[219 Student Complaint Process](#)

[220 Student Expression and Posting of Materials](#)

[221 Dress and Grooming](#)

[222 Tobacco Use](#)

[224 Care of School Property](#)

[226 Searches](#)

[227 Controlled Substances](#)

[228 Student Government](#)

[229 Student Fundraising](#)

[230 Public Performances by Students](#)

[231 Social Events and Class Trips](#)

[232 Student Involvement in Decision Making](#)

[233 Suspension and Expulsion](#)

[234 Pregnant Students](#)

[235 Student Rights and Surveys](#)

[237 Electronic Devices](#)

[238 Parental Rights and Access to Information](#)

[241 Early College Admission](#)

[242 Severe Allergies](#)

[246 School Wellness](#)

[247 Hazing](#)

[249 Bullying / Cyberbullying](#)

[250 Student Recruitment](#)

[251 Homeless Students](#)