

***SUN VALLEY HIGH SCHOOL  
STUDENT HANDBOOK***



**2015-2016**

# **SUN VALLEY HIGH SCHOOL STUDENT HANDBOOK**

The signatures below certify that the student and parent/guardian have read the following; 2015-2016 Student Handbook and Acceptable Use Policy (815).

The AUP is located in the Student Handbook. The Student Handbook is located on the Sun Valley High School web page of the Penn-Delco School District website (pdsd.org).

If the below signature page is not signed and returned to Sun Valley High School by both parent and student, the student will lose their technology access.

Print Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

**PLEASE RETURN THIS TO SUN VALLEY BY SEPTEMBER 11, 2015**

# Sun Valley Student Handbook

## Table of Contents

<b>STUDENT INFORMATION .....</b>	<b>7</b>
<i>STUDENT CALENDAR.....</i>	<i>7</i>
<i>2015/2016 SCHEDULE OF ACTIVITIES.....</i>	<i>8</i>
<i>2015/2016 BELL SCHEDULES.....</i>	<i>9</i>
<b>GENERAL INFORMATION .....</b>	<b>10</b>
<i>ADDRESS OR TELEPHONE NUMBER CHANGES.....</i>	<i>10</i>
<i>ANNOUNCEMENTS .....</i>	<i>10</i>
<i>PARKING.....</i>	<i>10</i>
<i>SNOW DAY/EMERGENCY CLOSING OF SCHOOL.....</i>	<i>10</i>
<i>FIELD TRIP .....</i>	<i>11</i>
<i>FINANCIAL RESPONSIBILITIES.....</i>	<i>11</i>
<i>FIRE DRILLS.....</i>	<i>11</i>
<i>HEALTH SERVICES.....</i>	<i>11</i>
<i>MIC.....</i>	<i>12</i>
<i>LOST AND FOUND .....</i>	<i>12</i>
<i>STUDY HALL.....</i>	<i>12</i>
<i>TEXTBOOKS .....</i>	<i>12</i>
<i>VISITORS.....</i>	<i>13</i>
<i>PENN-DELCO WEB PAGE .....</i>	<i>13</i>
<i>WORKING PAPERS.....</i>	<i>13</i>
<i>AWARDS, HONORS AND SCHOLARSHIPS .....</i>	<i>13</i>
<i>PENN-DELCO SCHOOL BOARD POLICIES.....</i>	<i>14</i>
<i>PARENT INQUIRIES.....</i>	<i>14</i>
<i>GRADING.....</i>	<i>14</i>
<i>GRADUATION REQUIREMENTS BY DEPARTMENT .....</i>	<i>15</i>
<i>WEIGHTED RANKING SYSTEM.....</i>	<i>15</i>
<i>CLASS RANK DECILES .....</i>	<i>15</i>
<i>FINAL EXAMINATION PROCEDURES.....</i>	<i>15</i>
<i>TRANSFER STUDENT POLICY .....</i>	<i>15</i>
<i>TRANSFER CREDIT DEADLINE .....</i>	<i>15</i>
<i>PLACEMENT PRACTICES .....</i>	<i>15</i>
<i>GRADUATION REQUIREMENT.....</i>	<i>16</i>
<i>HONOR ROLL.....</i>	<i>16</i>
<i>PROGRESS REPORTS &amp; REPORT CARDS.....</i>	<i>16</i>
<i>APPOINTMENTS WITH COUNSELORS.....</i>	<i>16</i>
<i>CAREER EXPLORATION .....</i>	<i>17</i>
<i>NAVIANCE .....</i>	<i>17</i>
<i>COLLEGE INFORMATION .....</i>	<i>17</i>
<i>COURSE SELECTION.....</i>	<i>18</i>
<i>TRANSCRIPT REQUESTS.....</i>	<i>18</i>
<i>MILITARY ACADEMIES.....</i>	<i>19</i>
<i>NOTIFICATION TO MILITARY RECRUITER .....</i>	<i>19</i>
<i>TUTORING/EXTRA HELP .....</i>	<i>19</i>
<i>FRESHMAN ACADEMY.....</i>	<i>19</i>
<i>HOMEBOUND INSTRUCTION .....</i>	<i>19</i>
<i>HOME SCHOOLING.....</i>	<i>19</i>

REGISTRATION OF NEW STUDENTS .....	19
COURSE AUDIT .....	19
STUDENT SUCCESS .....	20
SUMMER SCHOOL/ENRICHMENT COURSES.....	20
STUDENT ASSISTANCE PROGRAM.....	20
DELAWARE COUNTY TECHNICAL SCHOOLS.....	21
WITHDRAWALS/TRANSFERS .....	21
<b>ATTENDANCE .....</b>	<b>22</b>
ARRIVALS AND DEPARTURES .....	22
LATENESS .....	22
EXCUSED ABSENCES .....	22
UNEXCUSED/ILLEGAL ABSENCES.....	22
EXCESSIVE ABSENCE/GRADES .....	23
MAKE-UP WORK FOLLOWING ABSENCE.....	23
EARLY DISMISSALS .....	23
<b>STUDENT CONDUCT .....</b>	<b>24</b>
Level I .....	25
Level II .....	25
Level III .....	26
Level IV.....	26
STUDENT SEARCH POLICY .....	27
CUTTING CLASS .....	27
SMOKING .....	27
REFUSAL TO OBEY SCHOOL PERSONNEL.....	28
CAFETERIA REGULATIONS.....	28
VIOLENCE AND/OR THREATENING BEHAVIOR.....	28
PERSONAL TEACHER DETENTIONS.....	28
GENERAL DETENTION .....	28
IN-SCHOOL SUSPENSION.....	28
OUT-OF-SCHOOL SUSPENSION.....	28
EXPULSION .....	29
BUS CONDUCT.....	29
WIRELESS COMMUNICATIONS DEVICE .....	29
DRESS CODE .....	30
HALL PASSES.....	30
CONTROLLED SUBSTANCES/PARAPHERNALIA (PDSB Board Policy 227) .....	31
ELEVATOR USE .....	31
LOCKERS.....	31
PUBLIC DISPLAY OF AFFECTION .....	31
OUT OF BOUNDS.....	31
WEAPONS (PDSB Board Policy 218.1).....	31
BULLYING/CYBER-BULLYING (Board Policy 249) .....	31
<b>STUDENT ACTIVITIES .....</b>	<b>32</b>
STUDENT ACTIVITIES .....	32
DANCE/PROM REGULATIONS .....	33
CLASS DUES .....	33
CONDUCT OF OUR ATHLETES.....	33
ACADEMIC ELIGIBILITY .....	33
PRE-PARTICIPATION PHYSICALS, CONCUSSION TESTING & SUDDEN CARDIAC ARREST INFORMATION	
ACKNOWLEDGEMENT.....	33

*SPORTS ATTENDANCE RULES* .....34  
*ATHLETIC BUS POLICY* .....34  
*UNSPORTSMANLIKE CONDUCT*.....34  
*ALCOHOL AND ILLEGAL DRUGS*.....34  
*GAME MISCONDUCT* .....34  
*GROSS MISCONDUCT* .....35  
*NCAA CLEARINGHOUSE*.....35  
*EXTRACURRICULAR ACTIVITIES* .....35  
*CLASS TRIPS*.....35  
*CLASS SPONSORED ACTIVITIES*.....35  
*ART HONOR SOCIETY* .....36  
*FRENCH HONOR SOCIETY*.....36  
*NATIONAL HONOR SOCIETY*.....36  
*SPANISH ART HONOR SOCIETY*.....36

**SUN VALLEY HIGH SCHOOL  
PENN-DELCO SCHOOL DISTRICT**

**2881 Pancoast Avenue  
Aston, PA 19014  
610-497-6300 X2350**

**STUDENT HANDBOOK  
2015-2016**

**Dr. George Steinhoff, Superintendent  
Mr. Richard Gregg, Assistant Superintendent**

**Mr. Pete Donaghy**  
Principal

**Mr. Joel Alutius**  
Assistant Principal/Athletic Director

**Ms. Rosemary Edmiston**  
Assistant Principal

**Mr. Dan Palmer**  
Assistant Principal

## **Welcome to Sun Valley High School!**

The mission of the Penn-Delco School District is to enable all students to achieve, succeed, and excel.

### **ALMA MATER**

KNOWLEDGE, TRUTH AND HONOR

MAY OUR MOTTO ALWAYS BE.

AND TO THEE SUN VALLEY HIGH SCHOOL, BLUE AND GOLD,

WE SHALL LOVE THEE.

AND THROUGH THE YEARS WE'LL LOOK BACK TO YOU,

A LIGHT THAT NEVER SHALL GROW DIM.

A GUIDING HAND YOU WILL ALWAYS BE,

AND WE SHALL BE TRUE TO THEE.

Words and Music:

Joseph P. DeAugustine

Arrangement:

W. Allen Fisher

**Sun Valley Colors - Blue and Vegas Gold**

**Sun Valley Nickname - Vanguard**

**Sun Valley Mascot - Griffin**

# STUDENT INFORMATION

## STUDENT CALENDAR

### Penn-Delco School District 2015-2016 Instructional Calendar

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
						1
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-17 S-17

Aug. 26-28 New Teacher Orientation  
 Sept. 1-3 Teacher In-Service Days  
 Sept. 7 Labor Day  
 Sept. 8 First Student Day  
 Sept. 29 1/2 Day for Students (a.m.); In-service for Teachers (p.m.); Act 80  
 Oct. 14 1/2 Day for Students (a.m.); In-service for Teachers (p.m.); Act 80  
 Nov. 3 Teacher In-Service Day - No School for Students  
 Nov. 23, 24 1/2 Day for Students a.m.; Middle School Conferences p.m.; Act 80  
 Nov. 25 1/2 Day for Students (a.m.)  
 Nov. 26, 27 Thanksgiving Holiday - Schools & Offices Closed  
 Dec. 4 1/2 Day NMS Students only (a.m.); NMS teachers p.m. In-service  
 Dec. 9-11 1/2 Day for Students a.m.; Elementary Conferences p.m.; Act 80  
 Dec. 24-31 Winter Recess begins at the close of school 12/23/15

Jan. 1 Winter Recess  
 Jan. 4 Return to School  
 Jan. 18 Dr. Martin Luther King Day - Holiday  
 Feb. 12 1/2 Day for Students (a.m.); In-service for Teachers (p.m.); Act 80  
 Feb. 15 Presidents' Day - Holiday  
 Mar. 3 1/2 Day for Students (a.m.); In-service for Teachers (p.m.); Act 80  
 Mar. 17, 18 1/2 Day for Students a.m.; Elementary Conferences p.m.; Act 80  
 Mar. 21-28 Spring Recess  
 Apr. 26 Staff In-service Day 190 (No School for Students)

May 30 Memorial Day - Holiday  
 June 17 Last Student Day (1/2 Day Students, 1/2 Day In-service Teachers)  
 (SV: 10:15 am; NMS: 10:48 am; Elem: 11:15 am)  
 June 20 In-service for Teachers (No School for Students)

**Professional Development—Early Dismissals**

<b>ELEMENTARY</b>	<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
1:15 p.m.	12:30 p.m.	12:00 p.m.
Friday, October 30	Friday, October 30	Thursday, January 28
Thursday, January 28	Thursday, January 28	Friday, April 15
Friday, May 27	Friday, May 6	Friday, May 6

**PSSA/Keystone Testing Dates**

<b>PSSA Dates</b>	<b>Keystone Exams</b>
April 11-15 English Language Arts	December 2-16
April 18-22 Mathematics	January 6-20
April 25-29 Science	May 16-27
May 2-6 Make-ups	

Teacher Days - 190  
 Student Days - 184

- Full-Day In-service
- Half-Day In-service
- Holiday

**Make-up Days**  
 Four snow days are built in the calendar. If necessary, inclement weather make-up days will be scheduled as follows:  
 February 15, March 21, June 20.

Adopted 3-25-15; revised 6-18-15

January 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-14 S-13



## 2015/2016 SCHEDULE OF ACTIVITIES

SEPTEMBER	8	First Day of School – 7:30 a.m.
	8	1 <sup>st</sup> Marking Period Begins
	16	Picture Day - Underclassmen
	24	Back to School Night – 6:00 p.m.
	25	SVHS Homecoming Parade @ Aston Community Center – 6:00 p.m.
OCTOBER	29	½ Day for Students - 10:15 a.m. – In-Service for Teachers
	14	½ Day for Students – 10:15 a.m. – In-Service for Teachers
NOVEMBER	29	Picture Retakes - Underclassmen
	3	No School for Students – In-Service for Teachers
	13	1 <sup>st</sup> Marking Period Ends
	16	2 <sup>nd</sup> Marking Period Begins
	20	Report Cards Mailed
DECEMBER	25	½ Day for Students - 10:15 a.m. – In-Service for Teachers
	26 & 27	No School – Thanksgiving Holiday
	24 – Jan 1	No School – Winter Recess
	JANUARY	4
FEBRUARY	18	No School – Dr. Martin Luther King Holiday
	28	Early Dismissal - 12:00 p.m. – Professional Development for Teachers
	29	2 <sup>nd</sup> Marking Period Ends
	1	3 <sup>rd</sup> Marking Period Begins
MARCH	8	Report Cards Mailed
	12	½ Day for Students - 10:15 a.m. – In-Service for Teachers
	15	No School – Presidents’ Day
	3	½ Day for Students - 10:15 a.m. – In-Service for Teachers
APRIL	21 – 28	No School – Spring Recess
	29	School Reopens
	8	3 <sup>rd</sup> Marking Period Ends
MAY	11	4 <sup>th</sup> Marking Period Begins
	15	Early Dismissal - 12:00 p.m. – Professional Development for Teachers
	19	Report Cards Mailed
	26	No School for Students – In-Service Day 190 for Teachers
JUNE	6	Early Dismissal - 12:00 p.m. – Professional Development for Teachers
	30	No School – Memorial Day
JUNE	14	Graduation
	17	½ Day for Students - 10:15 a.m. – Last Student Day – In-Service for Teachers
	17	4 <sup>th</sup> Marking Period Ends
	20	In-Service for Teachers - No School for Students
	28	Report Cards Mailed

## 2015/2016 BELL SCHEDULES

### 2:15 p.m. Dismissal

Period	Begin	End
HR	7:30	7:41
1	7:45	8:33
2	8:37	9:25
3	9:29	10:17
LUNCH1	10:17	10:47
4A,L1,4B	10:21	11:09
4B,5A,L2	10:51	11:39
LUNCH2	11:09	11:39
5A,L2,5B	11:13	12:01
5B,5C,L3	11:43	12:31
LUNCH3	12:01	12:31
6	12:35	1:23
7	1:27	2:15

### Noon Dismissal

Period	Begin	End
HR	7:30 a.m.	7:35 a.m.
1	7:38 a.m.	8:08 a.m.
2	8:11 a.m.	8:41 a.m.
3	8:44 a.m.	9:14 a.m.
4A/L1 (L1-LUNCH)	9:18 a.m.	9:48a.m.
4B	9:52 a.m.	10:22 a.m.
5A/L2 (L2-LUNCH)	9:52 a.m.	10:22 a.m.
5B	10:25 a.m.	10:55 a.m.
5C/L3 (L3-LUNCH)	10:25 a.m.	10:55 a.m.
6	10:58 a.m.	11:28 a.m.
7	11:31 a.m.	12:00 p.m.

### 2 Hour Delay

Period	Begin	End
HR	9:30 a.m.	9:41 a.m.
1	9:45 a.m.	10:15 a.m.
2	10:19 a.m.	10:49 a.m.
3	10:53 a.m.	11:23 a.m.
4A/L1 (L1-LUNCH)	11:27 a.m.	11:57 a.m.
4B	12:01 p.m.	12:31 p.m.
5A/L2 (L2-LUNCH)	12:01 p.m.	12:31 p.m.
5B	12:35 p.m.	1:05 p.m.
5C/L3 (L3-LUNCH)	12:35 p.m.	1:05 p.m.
6	1:09 p.m.	1:39 p.m.
7	1:43 p.m.	2:15 p.m.

## GENERAL INFORMATION

### ADDRESS OR TELEPHONE NUMBER CHANGES

At any time after the beginning of the school year, your home address changes, proof of residency must be brought to the Student Residence Assistance at the administration building. Phone number additions and changes should be reported to the main office. This is essential for handling emergencies.

### ANNOUNCEMENTS

Announcements will be made every morning which consist of the Pledge of Allegiance and a moment of silence. All announcements must be put in writing and submitted to the main office.

### PARKING

Due to the limited number of student parking spots available, all students who wish to drive to school and park in the Sun Valley or Admin/Lower Lot student parking areas must apply for a parking permit. Application does not guarantee a parking spot or permit. The following points list the seniority, requirements, restrictions and penalties associated with parking on school property:

### PARKING

1. Parking permits will be offered at a fee of \$25.00.
2. Students are responsible for all paperwork. No student will receive a parking permit if his/her paperwork is incomplete for any reason.
3. All vehicles must be registered and must display a valid parking hang tag for the current school year at all times. **Cars not registered with the school and not displaying a valid parking hang tag are subject to towing/booting at the owner's expense.** In the event that the registered car changes, please update your information in the main office. If you do lose your parking hang tag, the student must meet with an administrator.
4. If you choose not to park on school property anymore, please notify the main office.
5. All students may only park in spots designated for students. If cars are parked in other spots the student may lose his/her parking privileges
6. **The speed limit on school property is 5 MPH. The speed limit will be strictly enforced.**
7. Loss of driving privileges may result from any discipline problem.
8. Students will not be permitted to go to their cars during the school day. Only the principal or designee may grant permission.
9. Driving practices considered to be reckless, unsafe, or discourteous may result in the loss of driving privileges. **THERE WILL BE NO WARNINGS.** In addition, violations of local and state laws will be reported to the Aston Police Department.
10. In the event of a school emergency or evacuation, **students are not permitted to leave school in their vehicle.**
11. The Penn-Delco School District is not responsible or liable for damages, theft, etc., to automobiles parked in the Sun Valley or Admin/Lower Lot Parking Lots.
12. There may be times when parking in the parking lot is not allowed due to special school events or snow. When such events occur, an announcement will be made in school, on the local cable channel prior to the event and on the Penn-Delco website. On such occasions, students that normally drive will have to make other arrangements or use Penn-Delco School District transportation.
13. If reasonable suspicion exists that any contraband, such as weapons, drugs, or alcohol are in a vehicle on school district property, an administrative search will be conducted.
14. The Sun Valley High School parking lot is subject to periodic searches by a certified drug dog throughout the school year.

### SNOW DAY/EMERGENCY CLOSING OF SCHOOL

In the event of inclement weather, closing of school will be announced on the radio stations WZCN 1590 and KYW 1060. The school closing number for Penn-Delco is 456. It is also broadcast on 6ABC, FOX, 10NBC. Also, closings can be checked on the Penn-Delco District Channel, channel 11 and at [www.pdsd.org](http://www.pdsd.org). When school is canceled or dismissed early because of poor weather conditions, all school events and activities will automatically be canceled. Please consult the Penn-Delco TV station (Channel 11) or Penn-Delco Website [www.pdsd.org](http://www.pdsd.org) for information concerning cancellations or dismissals.

## **FIELD TRIP**

Teachers or class advisors sponsor Field Trips. Students are subject to the rules and regulations imposed by the teacher or administrator for the field trip. All school rules apply.

## **FINANCIAL RESPONSIBILITIES**

Throughout the school year, students might owe money to Sun Valley High School for class dues, fund raisers and extra-curricular activities. Other reasons might include lost or damaged property and returned /stop payment on checks. It is important that payment occur promptly. As always, we are able to address any financial concerns. There does come a time when payments must be made. **On a quarterly basis, the high school will be sending out notices to parents concerning any financial responsibilities.** If a payment plan is not agreed to, participation in extra-curricular activities will be suspended. This includes dances, proms, non-instructional class trips, parking privileges and clubs. If the amount is not paid by senior year graduation, your child will not be allowed to participate in the graduation ceremonies.

## **FIRE DRILLS**

Fire drills will be held each month with the objective being to empty the building as quickly and orderly as possible. Students should be 300 ft. from the building. There should be no talking when leaving the building. Each classroom teacher is responsible for his/her students.

## **HEALTH SERVICES**

### ***Accident Insurance***

Insurance protection is the responsibility of the parents and is mandatory for all activities. For other activities and during regular school participation, parents have the option to provide their own insurance protection for their son/daughter, or purchase a student accident plan. Forms are distributed at the beginning of each school year.

### ***Emergency Cards***

Emergency cards must be completed yearly. The card lists special health problems and designates a responsible person in the event a parent cannot be contacted. Please contact the nurse if telephone numbers or contact person change. No student can be administered any medication without a completed emergency card.

### ***Illness at School***

If a student becomes ill in school he/she must secure a pass from the teacher and report to the health suite. If the nurse is not there, he/she must report to the office. Permission from the nurse is required before a student may leave the building. The nurse will contact a parent before a student is permitted to leave. Students (regardless of age) are not permitted to declare themselves ill and sign out without permission from an administrator.

### ***Immunization***

State law requires that all students must be immunized against DT, polio, measles, rubella and mumps.

### ***Medication in School***

If medication must be given during school hours, whether it is prescribed or over-the-counter, parents must comply with the following procedures:

The medication must be accompanied by a physician's written request, which includes the student's name, diagnosis, and medication dosage, how administered and time to be given. A new physician's note is needed at the start of each school year.

Medication must be in original labeled pharmacy container with the student's name, name of medication, dosage and date. (Pharmacies, upon request, usually provide a labeled "school" container.) Medication not in an original labeled pharmacy container will not be administered.

Medication, which is ordered "3 times/day", can usually be administered at breakfast, upon return from school and at bedtime. Unless the medication is specifically ordered at mealtimes, there would be no need to administer it during school hours.

A maximum of one month's medication should be sent to school.

Parent/guardian must provide the medication directly to the nurse/aide or to District personnel.

Any change in dosage of medication must be confirmed to the school nurse by the physician and followed-up in writing. The physician's written order may be faxed to the certified school nurse.

Parents must notify the school nurse in writing of any change in the administration schedule of medications.

Medications will be administered as ordered on early dismissal days unless the parent notifies the school nurse in writing. Physician's orders may be faxed to the certified school nurse at each building. Please call for the number.

### ***Physical Examinations***

School law requires that a complete physical examination be given to all eleventh grade students. The family physician or the school physician may do this.

### ***Screenings***

Yearly screening tests to check height, weight and vision will be performed on all students in grades nine through twelve and hearing tests are conducted in eleventh grade.

### ***Medical Excuses***

For a student to be excused from physical education due to medical reasons, the student must submit a written physician's note to his/her teacher PRIOR to the dates for which he/she is to be excused. This note will then be forwarded to the school nurse to be placed in the students file. Doctor's notes MUST include the following information:

- Nature of injury/condition
- Dates to be excused
- Any activity restrictions

Students that are medically excused for extended periods of time MUST update the physician's note for each new marking period. Alternative assignments will be provided and graded for medical situations.

Students who warrant an emergency medical excuse for situations beyond their control must produce a physician's note within one (1) week of the excused class. Failure to provide documentation within this time will negatively affect the students overall grade.

### **MIC**

The MIC will be open from 7:30 a.m. to 2:55 p.m. Students must have a pass issued by the librarian to come to the MIC during the regular school day. Students should present these passes to the study hall proctor for approval. The loan period is two weeks.

### **LOST AND FOUND**

The main office maintains the lost and found. Unclaimed articles will be donated.

### **STUDY HALL**

Study halls are periods set aside for independent study. Students should come prepared to work in study hall. Class assignments, homework, or books for reading are required. If students wish to see another teacher or administrator, a pass signed by that person must be presented to the study hall teacher or students will not be excused.

### **TEXTBOOKS**

It is the student's responsibility to return textbooks to the teacher who issued the textbook. Please note that all hardback textbooks must be covered. Students are responsible to return the books in the condition in which they received them or a fine will be issued to pay for damages. This is inclusive of returning books with CD's.

## **VISITORS**

Parents are most cordially welcome. All parents are requested to contact the office to make prior arrangements. Student visitors are not permitted during school hours unless they have prior administrative approval. Any visitor who does not register with the main office is trespassing and should be sent to the office immediately.

## **PENN-DELCO WEB PAGE**

The Penn-Delco web page is a great source of information about the school district and specific schools. Important events, dates, and news will be posted on the site for viewing. In addition, the teachers have their own web pages that outline their courses, syllabus, homework and other pertinent information pertaining to the course. The website is [www.pdsd.org](http://www.pdsd.org).

## **WORKING PAPERS**

The Child Labor Law requires that students obtain an employment certificate before beginning full or part-time work. The certificate is necessary until the age of 18 or upon high school graduation. Students must be 16 years old and have a job in order to secure a general employment certificate for full-time work. Students must be at least 14 years of age in order to secure a part-time or vacation certificate for work done after school or during summer vacation. To secure a certificate use the following procedure:

A parent or guardian must be present to secure an application in the school office between 7:30 a.m. and 3:30 p.m. The student's birth certificate, baptismal certificate, or passport must be presented at that time

### **Extracts from Child Labor Laws of Employment of Minors**

Hours of employment:

Minors 14 and 15 years old

1. During the school term - maximum 4-hours on school days, eight hours on any other day and 18 hours per school week, and only at a time that does not interfere with school attendance.
2. During school vacation - maximum 8 hours per day, 44 hours per week.
3. Night work - no minor under 16 shall be employed before 7:00 a.m. or after 7:00 p.m. except during school vacation (June to Labor Day) when minors may work between 7:00 a.m. and 10:00 p.m. (Minors distributing newspapers may work between 6:00 a.m. and 8:00 p.m.).

**At any time - maximum employment is 6 days per week with a 30-minute meal period required after 5 hours of work.**

### **Minors 16 and 17 years old**

1. During the school term - maximum 28 hours per school week. If a vacation day or days fall during a particular week 4 hours may be added for each vacation day up to a maximum of 44 hours.
2. During school vacation - maximum 8 hours per day - 44 hours per week.
3. Night work - no 16 or 17 year old shall be employed between midnight and 6:00 a.m. when enrolled in school. Students may work until 1:00 a.m. on nights preceding a school holiday, or Friday/Saturday nights.

**At any time - maximum employment - 6 days per week with a 30-minute meal period required after 5 hours.**

## **AWARDS, HONORS AND SCHOLARSHIPS**

Awards, honors and scholarships are presented to members of our senior class. These awards serve as an incentive for our students as they pursue his/her high school diploma. Students have an obligation to submit their applications on time.

Winners of awards are determined in two ways:

- According to the criteria established by the donor, with a selection process operated by the donor.
- According to criteria established by the donor, with the selection being made by a scholarship committee established by the principal.

The Scholarship Committee will be comprised of the Principal, an Assistant Principal, all guidance counselors, the senior class sponsor, and teachers who are presently teaching the senior students. Scholarships awarded directly to students from post-secondary institutions should be reported to the Guidance Department for inclusion in scholarship records. Acceptance letters should also be reported to the Guidance Department.

**PENN-DELCO SCHOOL BOARD POLICIES**

The below Penn-Delco School Board policies are attached:

**Attendance – No. 204**

**Student Discipline – No. 218**

**Weapons – No. 218.1**

**Dress and Grooming – No. 221**

**Tobacco Use – No. 222**

**Searches – No. 226**

**Controlled Substances/Paraphernalia – No. 227**

**Unlawful Harassment – No. 248**

**Bullying/Cyber-Bullying – No. 249**

**Acceptable Use of Internet, Electronic Mail and Network Resources – No. 815**

**ACADEMIC INFORMATION**

**PARENT INQUIRIES**

Parents are encouraged to call school if they have questions. In order to help parents get to the appropriate person quickly; a brief schematic is listed below. Usually the quickest and best response will come from beginning with the person who may have the most knowledge about your question.

PDS D Main Telephone # 610-497-6300	
Athletics	X2352
Attendance	X2375
Guidance	X2365
Office	X2350

In most instances, teachers will be in classrooms teaching when incoming calls are made. The district has a voicemail system, which teachers are able to check and will return the call. Please understand that teachers may have an obligation after school that day and may not be able to return your call until the following day.

**GRADING**

Report cards are issued every nine weeks and include a mid-semester grade in February and a final grade in June. Grades are reported numerically. The following number grade ranges are listed with their letter grade equivalent.

Final grades for semester courses are determined by averaging all marking period grades and counting the midterm exam as 10% and the final exam grade as 10% for the course. Full year courses are an average of four marking periods plus the final exams.

A	92-100	WF	Withdraw Failure
B	84-91	I	Incomplete
C	76-83	AU	Audit (no credit)
D	70-75		
F	69 and below		

## GRADUATION REQUIREMENTS BY DEPARTMENT

English	4.0
Social Studies	3.0
Mathematics	4.0
Science	3.0
Phys Ed/Arts/ Humanities/Electives	9.0
Total	23.0

## WEIGHTED RANKING SYSTEM

In computing class rank, courses are weighted on the basis of their level of difficulty as indicated below:

ADVANCED PLACEMENT		HONORS		ACCELERATED		ACADEMIC
A - 5.0		A - 4.5		A - 4.0		A - 4.0
B - 4.0		B - 3.5		B - 3.0		B - 3.0
C - 3.0		C - 2.5		C - 2.0		C - 2.0
D - 1.0		D - 1.0		D - 1.0		D - 1.0
F - 0		F - 0		F - 0		F - 0

## CLASS RANK DECILES

A procedure by which each student is ranked by deciles according to his/her weighted grade point average. Students will be grouped according to deciles (such as 1st Deciles being the top ranking 10% of the class). Deciles will be listed on the final report card. In order to be included in the official class rank deciles, students must have been enrolled in Sun Valley for at least three consecutive years.

## FINAL EXAMINATION PROCEDURES

All full year courses, except 2 ppc courses, must give mid-term and final examinations. A schedule will be developed for these examinations. Skill classes which require specific classrooms, and elective courses in the arts (Family and Consumer Science, Art), will take his/her exams during regular class periods. These courses will give exams during the last week of the course.

All other classes, other than 2 or 4 ppc courses, will give exams per the exam schedule. Students are required to remain in the exam room for the duration of the exam. Any student who fails to take an exam in a course will receive a zero. Twenty percent of the student's final grade in the course will be determined by the grades on the midterm and final examination.

## TRANSFER STUDENT POLICY

Transfer students must be enrolled at Sun Valley High School for at least three consecutive years in order to be considered into the class rank. Students transferring in credits may not exceed the cumulative weighted grade point average that could have been achieved at Sun Valley High School. All classes transfer in as those courses offered to Sun Valley's students during that same school year. Students are permitted to transfer a maximum of 7.0 credits per year.

## TRANSFER CREDIT DEADLINE

Students transferring into Sun Valley after the first semester are not eligible to earn credits for courses not listed on their current schedules. Students will be placed in a minimum of 6.0 credit classes with the opportunity to earn credits in all previous school district listed classes that align with Sun Valley classes.

## PLACEMENT PRACTICES

A students' grade level is determined by the credits the student earns. Participation in class activities is determined by the number of credits earned.



Students are considered:

<b>Freshman</b>	Meet requirements of the middle school
<b>Sophomore</b>	Successful completion of a minimum of 5 credits
<b>Junior</b>	Successful completion of a minimum of 11 credits
<b>Senior</b>	Successful completion of a minimum of 16 credits
<b>Graduation</b>	Successful completion of a minimum of 23 credits

### GRADUATION REQUIREMENT

To receive a diploma from Sun Valley High School, a student must:

- Earn 23 credits in required courses and electives

Participation in the graduation ceremony is a privilege.

### HONOR ROLL

#### *Distinguished Honor Roll*

All students who earn an average between 92% and 100% on all courses, with no grade below 92%.

#### *Honor Roll*

All students who earn an average between 84% and 100% in all courses, with no grade below 84%.

### PROGRESS REPORTS & REPORT CARDS

Students are encouraged to take responsibility for their academic program.

Report cards are issued to students on a quarterly basis and distributed in homerooms. Progress reports are mailed at the midpoint of each quarter, four times a year, to indicate improvement or to identify lack of progress. Therefore, information on academic progress is sent home an average of every six weeks during the school year. With the installation of a voice mail system, parents are able to leave messages for teachers using 610-497-6300. Sometimes additional progress reports are requested. This is an exception rather than a practice. Also, to assist parents in keeping up with their student's academic progress in each course, pivotal access has been created through eSchoolPlus accessible on the Penn-Delco web page, [www.pdsd.org](http://www.pdsd.org).

<b>Marking Periods</b>	<b>Begins</b>	<b>Ends</b>	<b>Progress Reports Mailed</b>	<b>Report Cards Issued</b>
<b>MP1</b>	9/8/2015	11/13/2015	10/9/2015	11/20/2015
<b>MP2</b>	11/16/2015	1/29/2016	12/17/2015	2/8/2016
<b>MP3</b>	2/1/2016	4/8/2016	3/2/2016	4/19/2016
<b>MP4</b>	4/11/2016	6/17/2016	5/13/2016	6/28/2016

### APPOINTMENTS WITH COUNSELORS

Counselors will meet with each student during the school year to help each student make decisions, interpretations and adjustments about education and school life. Notices of conference times will be distributed through your homeroom teachers. Likewise, a student may initiate conferences with his/her counselor. In order to minimize missing class time, visits should be scheduled during study hall, lunch or after school. Students must obtain a pass from Guidance and have it approved by his/her teacher. Upon arrival, and when departing the Guidance Office, students must sign the appointment book.

**Dr. Kathryn James** – 9<sup>th</sup> grade students & Cyber School Liaison, X2370

**Erin Judge** – Last names H – R, grades 11-12, X2367

**Danielle Litterelle** – Last names A - G, grades 11-12, X2362

**Francine Im** – 10<sup>th</sup> grade students, X2366

**Bill Hartwell** – Last names S - Z, grades 11-12 & Technical School Liaison, X2369

## **CAREER EXPLORATION**

The Career Exploration Program gives twelfth grade students the opportunity to experience the career field that they intend to pursue. Students spend three or four weeks at a community site familiarizing themselves with the requirements of actual employment, and they test their interest, skills and aptitudes in a real world career.

This program runs from mid-May until the end of the school year.

The student's progress is followed by a faculty advisor who assists the student in defining his/her goals and objectives and confers with the student on a weekly basis.

Students must meet certain requirements to be eligible to apply for career exploration. Students must have 10 or fewer absences (excused or unexcused) from the beginning of senior year until the career exploration begins. They must not have any suspensions during his/her senior year. They must earn at least a C in every class on every report card during senior year.

## **NAVIANCE**

The Sun Valley High School Counseling Office has selected Naviance Family Connection to assist us and our students in managing the college and career planning process. Family Connection is a comprehensive website that students and parents can use as a tool in planning for their future. We encourage our students to utilize this website throughout their high school years.

Go to the following online website: <https://connection.naviance.com/sunvalleyhs>.

## **COLLEGE INFORMATION**

### ***College Fair***

Sun Valley High School will host a College Fair on Tuesday, October 20, 2015 starting at 5:30 p.m. Students may gather application materials and have your questions answered by college recruiters

### ***College Open Houses***

Many colleges have open houses in the fall. Listen to the morning announcements or contact schools directly for more information.

### ***College Representative Visits***

Throughout the year, representatives from various colleges and trade schools will visit our school to meet with junior and senior students. Dates and times of visits are advertised on the morning announcements and in the Guidance Office. If you would like to meet with a representative, sign up through Naviance.

No passes will be issued on the day of the visit. Real interest in the school must be demonstrated to attend the sessions. Use this opportunity to ask questions about majors, costs, etc.

### ***College Visits***

A necessary step in the college decision-making process is to visit a college. The best time to visit colleges is the summer between your junior and senior year. Before you visit, read brochures, watch videos and talk to alumni. Call the admissions office at least 1-2 weeks in advance to arrange a campus tour, information session, admissions interview and meeting with a financial aid officer. Bring your test scores and unofficial transcript to help the admissions counselor evaluate your chances of acceptance.

Meet with a financial aid officer (with your parents) concerning possible financial aid. Eat in the dining hall, talk to the students and ask questions. This is your chance to talk to people who attend a college and find out what they like and dislike about it. In order to make a campus visit during school you must fill out the form from guidance. You must return to Sun Valley with a signed note stating that you visited the college. Students will be allowed two excused absences for college visits during their junior and senior years that will not count against the attendance policy.

### ***Financial Aid Night***

Delaware County Community College will host a Financial Aid Night in order to offer more information to parents and students. We recommend juniors, seniors and their parents attend.

The Guidance Office also receives information on financial aid and informs students of available scholarships by way of morning announcements.

## **COURSE SELECTION**

### ***Course Selection Guide***

During each school year the Sun Valley Course Selection Guide is on-line. This guide is intended to assist students in course selection and college, career and vocational planning. The guide contains descriptions of each course offered and other information related to the academic program.

### ***Student Schedules***

At the time of course selection for the subsequent school year, students make very careful selection of courses in cooperation with parents, teachers, and counselors.

If a student discovers an administrative error or omission in the student's schedule at the beginning of a semester, the student should report to the Guidance Office where a correction will be made.

**PARENTS AND STUDENTS ARE URGED TO GIVE SERIOUS CONSIDERATION TO PROGRAM PLANNING FOR THE FOLLOWING YEAR. ONCE COURSE SCHEDULING HAS BEEN COMPLETED, CHANGES MAY BE PERMITTED ON THE BASIS OF COUNSELOR RECOMMENDATION AND WILL REQUIRE FINAL ADMINISTRATIVE APPROVAL.**

### ***Withdrawal from Courses***

Withdrawals from courses will only be approved provided another course is offered at the same time as the course to be dropped. No request will be processed without a completed "Request for Course Change" form which should be obtained from the Guidance Office. Once the form is completed, the student should hand it into the Guidance Office. Once the change is processed, the Guidance Counselor will notify the student and teachers in writing. All students must maintain a minimum of 36 periods per cycle when considering any course changes.

## **TRANSCRIPT REQUESTS**

Most college applications have deadlines before Thanksgiving or Christmas. A completed application package has many components; each taking time to prepare. You must request applications, type applications, ask teachers to write letters of recommendation, write essays, and request transcripts. Once you have completed your application, attached the check for the application fee (some schools ask you to mail it directly), completed the essay and obtained teacher letters of recommendations, make a copy for your records; bring your completed application package to the Guidance Office with a signed transcript release form at least 10 school days before the deadline. The Guidance Office automatically sends your first semester report card to all of the colleges to which you applied and final report card to the college that you will attend.

All transcript requests for scholarship applications throughout the school year must adhere to the same time line policy as outlined above.

## **KEYSTONE TESTING**

When students complete Algebra I, Biology and Literature they will take the state assessment, Keystones. The Keystone tests are used to determine AYP for the high school, and are a 2019 graduation requirement.

## **MILITARY ACADEMIES**

If you have any interest in attending one of the service academies such as West Point, Naval Academy, Air Force Academy, etc. you must begin the application process in the second semester of your junior year. The process includes completing a pre-candidate questionnaire and requesting a nomination from your U.S. Senator, Representative or some other nominating authority.

## **NOTIFICATION TO MILITARY RECRUITER**

As a requirement of the No Child Left Behind Act of 2001, military recruiters are entitled to receive the name, address and telephone listing of juniors and seniors in high school. Parents may opt out of this requirement by writing a letter/e-mail requesting to remove their child from this list and delivering it to the high school office.

## **TUTORING/EXTRA HELP**

The professional staff is available for extra help after school each day. They will assist any students who choose to take advantage of this help.

Also, students in the National Honor Society provide a tutoring service to the entire student body. The guidance counselors will provide specifics to any student interested in being tutored by an outside tutor. Principals and/or counselors shall make available to parents lists of approved individuals or agencies offering private tutoring upon request.

## **FRESHMAN ACADEMY**

As students transition from the middle school to the high school, there are many obstacles that stand in their way to academic success. In order to focus the ninth graders in a crucial year during their education, a freshman academy has been created. Ninth grade students will have part of a wing dedicated to their core classes (English, Math, Social Studies and Science), but will be able to venture to other parts of the school for their electives. The main goal is to create a supportive environment in which students will achieve. Other goals are to reduce failure rates, improve grades and teach students the expectations that the high school has for them.

## **HOMEBOUND INSTRUCTION**

In the event of extended illness or injury (4 weeks or more) homebound tutoring is available by contacting the Office of Pupil Services in the Administration Building. This procedure requires a physician's certification. Students on homebound are ineligible to attend or participate in all extra-curricular activities, i.e., athletic events, dances, proms and school productions. Homebound students will be evaluated using the standard Sun Valley grading system. Homebound grades will be combined with the preceding or subsequent grades.

## **HOME SCHOOLING**

For more information, please contact the Student Residence Assistant, 610-497-6300, X1324.

## **REGISTRATION OF NEW STUDENTS**

Once registered with Administration, parents will need to schedule an appointment with Guidance. Parents are requested to bring his/her student's transcript, latest report card, standardized test scores and ER/IEP if applicable. Any student registering without the proper information/paperwork will cause a delay in his/her start date.

## **COURSE AUDIT**

By auditing a student may take a course that would otherwise lower the student's weighted grade point average. Audited courses cannot be considered part of the required minimum 36 periods per cycle. Students requesting to audit a course may do so under the following conditions:

- A form must be picked up in Guidance, completed by the student, signed by the parent and approved by the principal.
- At the end of the school year the student's final grade will be replaced by an audit given the student has earned an "A" or "B" in the course. If the student receives a "C" or lower, the grade will not be replaced.
- No grade or credit will be given for the course.
- This permission form must be fully completed before the first meeting of the course.

## **STUDENT SUCCESS**

One of the goals of the Guidance Department is to encourage personal and academic responsibility for all students. When students are having difficulty in school, several things must first be examined:

- Is the student attending school on a regular basis?
- Is the student keeping a log of all grades in every class?
- Is the student completing all homework?
- Is the student studying for quizzes and tests?
- Is the student asking teachers questions when he/she does not understand something?
- Is the student taking advantage of after school help with teachers? (2:15-2:55) p.m. everyday
- Has the student asked his/her counselor for a peer tutor?

If your child is having difficulty you should contact the teachers via email or phone. In addition, your child's guidance counselor is available to facilitate meetings.

## **SUMMER SCHOOL/ENRICHMENT COURSES**

Students who take a summer school course to make up credits for a failed course or to raise a grade must advise the Guidance Department **BEFORE THE COURSE BEGINS**. Summer school courses not taken at Sun Valley Summer School must be pre-approved by an Administrator and be taken at an accredited institution and must provide the Guidance Department with an official record of the student's participation and the grade received.

Students must have a 55 or more in the failed course to be eligible for remedial summer courses. Any grade below a 55 warrants repeating the course or taking a full credit course in summer school if available. Any exceptions to this rule must be approved by an administrator.

In special instances where pupils cannot attend summer school to make up failures, approved tutors shall be permitted to provide 30 hours of tutoring to pupils which will equal 1 credit towards graduation and/or promotion if a satisfactory mark is earned. Such tutoring shall be paid by the parent or guardian.

Students taking pre-approved summer enrichment courses (Widener University, etc.) will receive credit for the course taken and such notation will be made on the student's transcript. The grade and credit earned, however, will not be used in the computation of class rank. Enrichment courses must have prior approval of the principal.

## **STUDENT ASSISTANCE PROGRAM**

Sun Valley's Student Assistance Program is a systematic process for the identification, intervention and referral of students who are believed to be involved with high risk behavior of drug/alcohol use, depression, suicide, eating disorders, etc. This team involves school personnel who are especially trained to work with these students and provides in-school education support groups. Students may refer themselves or may be referred by parents, faculty or peers.

## **POLICY VIOLATORS**

Any student in violation of the Penn-Delco policies can be subject to a mandated Administrative SAP Assessment. This means that the student and parent/guardian must participate in an assessment administered by an outside consultant for the District. This consultant, upon completion of her assessment will recommend appropriate "treatment".

In the event that the SAP assessment and recommendation are not followed through, the student will then be subject to further disciplinary action set forth by the Penn-Delco Administration and School Board. This action could result in a permanent expulsion.

"I/We agree to follow through with the above guidelines set forth regarding my policy violation. I/We also understand if I/We do not agree to the assessment and/or do not follow through with any and all recommendations set forth, I/We will be subject to the possibility of further disciplinary action. I/We have been informed that any further intervention plan recommended to us by the Student Assistance Specialist will be my/our financial responsibility."

## **DELAWARE COUNTY TECHNICAL SCHOOLS**

The Delaware County Technical Schools provide students with career and technical in a variety of programs. Students can remain at Sun Valley and attend Technical School part-time. See the course selection guide for more details.

### ***Application Process***

There is a very competitive and rigorous application process in order to gain acceptance into The Delaware County Technical School. Students must complete an application and personal statement explaining why he/she would like to attend Technical School. A multi-disciplinary team carefully reviews all students' applications, grades, attendance, and discipline records. All applicants must be in good academic class standing and must meet all deadlines.

### ***Attendance***

All students are expected to attend Technical School classes each day that they are present at Sun Valley. Any scheduled early dismissal or known absence must be cleared through the Sun Valley Guidance Office at least two days in advance. Technical School students who become ill during the school day must see the nurse at Sun Valley or Technical School to be sent home. Students will be following the Technical School calendar throughout the year.

### ***Discipline***

Technical School students are representatives of Sun Valley High School and are expected to adhere to all Sun Valley and Technical School rules and regulations. Students must adhere to the Sun Valley and Technical School codes of conduct or risk dismissal from the program.

### ***Grades***

Grades earned at Technical School will be incorporated into your Sun Valley report card, GPA and class rank. If a student should earn a failing grade in his/her Technical program, the student will not return the following school year.

### ***Transportation***

Transportation is provided to and from the Technical Schools. Any violation of the bus rules may result in a loss of bus privileges to Technical School, and the parent/student will be responsible to provide his/her own transportation. Students are permitted to drive or ride with another student provided they obtain a driving/riding permit. These permits are obtained from the Technical School and must also be approved by and provided to Sun Valley High School. Parents and students must sign the permit form, which lists the rules and regulations for driving/riding to and from Technical School. Failure to comply may result in revocation of driving privileges.

## **WITHDRAWALS/TRANSFERS**

Parents are requested to inform the guidance secretary as soon as they are aware that a student will be withdrawing from Sun Valley. This will enable the office to make arrangements to forward records and initiate closing procedures. No official transcripts will be forwarded until all of the paperwork is properly completed. The telephone number for guidance is 610-497-6300 EXT. 2365.

## **ATTENDANCE**

Your attendance record in high school is extremely important because it becomes a part of your transcript. Future employers and colleges will scrutinize your high school attendance record when you apply for a job or for college admission. The pattern of attendance that you develop in high school may influence your chance of obtaining employment. As a high school student, by the State of Pennsylvania, you are required to attend school. In order for a student to be considered present for the full day, students must arrive to school by 10:00 a.m. To be present all day the student must remain in school until 11:15 a.m.

## **ARRIVALS AND DEPARTURES**

Students must arrive at school on time. Once a student arrives on school grounds he/she may not leave the school grounds for any reason unless excused by a building administrator. Without exception, a student, regardless of age, may not leave or sign himself or herself out without the permission of an administrator. Students 18 years old and above are required to follow the attendance rules of the school including early dismissal.

**ALL STUDENTS SHOULD LEAVE THE PREMISES AFTER SCHOOL UNLESS UNDER THE DIRECT SUPERVISION OF A FACULTY MEMBER.** If students meet with a teacher after school, participate in athletics or other school activities, he/she should take their books, coats, etc. with them so that they may leave school immediately upon conclusion of the activity. Any student wishing to ride the late bus must get a pass from the main office.

## **LATENESS**

All students must attend school on a regular basis and arrive on time. Students late to school or having an early dismissal must report directly to the Attendance Office to sign in and receive an attendance pass. Students who fail to report to the Attendance Office may be subject to disciplinary action. **The only legitimate excuses for being late to school are doctor and dentist appointments.** Doctor notes must be handed into the attendance office. The accumulation of lateness's (exclusive of lateness's with a doctor's note) may result in truancy proceedings.

**10 unexcused and/or excused lateness's (i.e. with parent notes) = 1 day of truancy**

Doctor notes must be turned in upon entry to school. Doctor notes for lateness will not be accepted at a later date.

Students who arrive at school late without a legitimate written late excuse and who miss class time may receive zeros for the class that was missed.

## **EXCUSED ABSENCES**

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absence are personal illness, quarantine, and a death in the immediate family or pre-approved family trips of an educational nature. A vacation form must be submitted for administrative approval prior to a family trip being taken. **An excused absence is counted as an absence.** All absences are unexcused until a parent/guardian or doctor note is received in the Attendance Office.

When a student is ill, his/her guardian must call the Attendance Office (610-497-6300 ext. 2375) before 11:00 a.m. The phone call must be followed by a written note/e-mail. The note/e-mail should include the following information: student's full name, grade, date of absence and a reason for absence, signature of parent or guardian and a daytime telephone number.

**All absences from school require a written note and/or email.**

## **UNEXCUSED/ILLEGAL ABSENCES**

The unexcused absence (A) designation is the absence of a student who is 17 years and older. The illegal absence (I) is the designation for the absences of a student under 17. **Unexcused/Illegal absences are absences due to parental neglect, illegal employment or truancy.** Such reasons as *visiting relatives, oversleeping, babysitting, missing the bus, shopping, working at home, etc., are not acceptable and will be treated as illegal or unexcused absences.*

**Any absence not covered by a written excuse note and phone call from a parent or guardian is considered to be unexcused and illegal.**

**Sun Valley High School will address the following procedures for an unexcused/illegal absence:**

**A first offense truancy letter (warning) will be sent to the parent/guardian of the student with three or more unexcused/illegal/unlawful absences.**

At any time after three days from the receipt of this letter, the student is absent without lawful excuse, the school district will be required by law to initiate proceedings against the parent before the District Justice for violation of the compulsory attendance laws. We will do so without further notice. If such proceedings are instituted, the parent and the student will be required to appear at the date and time determined by the District Justice for a hearing.

As a result of this hearing, the parent and/or student could fine up to, have their driver's license revoked and/or referred to the truancy program or any additional actions the judge may deem appropriate.

**In order for the Unexcused/Illegal absences to become excused (see list below) the parent/guardian must phone the attendance clerk on the day of the absence and within three (3) days a written note/e-mail must be given to the attendance clerk. Assignments missed due to unexcused/illegal absences, at the discretion of the teacher, may be given zeros.**

### **EXCESSIVE ABSENCE/GRADES**

Since the material presented within the classroom is an integral part of any course, students are expected to be present daily and actively participate in class. Any absence from a class, which exceeds five days during any marking period, is considered to be excessive. Those students whose record indicates more than five days absence will have their record reviewed at the end of the marking period.

A doctor's note is required for every day in excess of the 5<sup>th</sup> day of absence. Doctor notes must be received within three (3) days of the pupil's return to school. Students absent 10 days or more must have a doctor's note upon returning to school.

### **MAKE-UP WORK FOLLOWING ABSENCE**

When a student is legally absent from school, it is the responsibility of the student to make up work missed. The school faculty and Guidance Counselors will assist students. **A reasonable guideline is that the amount of time allowed to make up missed work should not exceed the amount of time the student was absent.** For example, if you are out of school for one week, you should have the work made up within a week after you return. Students absent the day of a test may be required to make up the test the day they return. If a student is absent less than a week, he/she should personally contact each of his/her teachers to inquire about assignments missed and the date they are to be completed, students may e-mail their teachers or use Google Classroom to see missed work.

With absences of one to four weeks, it is advisable that the student or his/her parents contact the teacher via email or the guidance counselor. The counselor will contact teachers and collect homework and assignments. In the event of a prolonged illness (four (4) weeks or more) parents may request homebound instruction through the Office of Pupil Services. A physician must certify in writing that the student will be unable to attend school for a period of four weeks or longer.

### **EARLY DISMISSALS**

Early dismissal from school will only be permitted for special appointments, which cannot be scheduled outside the school day. Doctor and dental appointments should not be scheduled during school time. A student desiring an early dismissal must have a written request from a parent including the student's full name, date, time of dismissal, and reason for the early dismissal, a parent's signature, and a daytime telephone number at which the parent can be reached. If a parent cannot be reached in person or by telephone to verify the early dismissal, the student will not be dismissed. Students requesting early dismissals for doctor or dentist appointments are to bring a doctor or dentist note with their early dismissal note or when they return to school. This note must be presented in the attendance office upon arrival to school. Before the student leaves the building, he/she must sign out in the sign out book located in the Attendance Office. When the student returns the same day, he/she must also check back through the Attendance Office. Any student who leaves school or signs out of school without administrative and parental authorization will be suspended, and all missed classes will be counted as cutting class. It is the responsibility of the student to contact his/her teachers to make up work missed.



## STUDENT CONDUCT

In order to teach the primary goal of quality education for all students, a positive learning climate must be evident. To support the Sun Valley High School community in creating this climate, a comprehensive system of discipline exists to be effective in reducing discipline problems. The Sun Valley High School Code of Conduct contains reasonable rules aligned with Sun Valley High School Board Policies. Students are encouraged to assume responsibility for their behavior and to refine their ability to recognize right from wrong and act accordingly. Each student's rights, as well as those of the entire school community, to participate in and conduct the instructional program must be respected. Appropriate behavior is critical in order to create a healthy and safe school environment.

Students are responsible for their behavior on school grounds, at bus stops, during travel on school district buses, and at school-sponsored activities off school property.

To increase school climate and make students more successful, Sun Valley uses a PRIDE motto based on positive behavioral support. The PBS Matrix for students is below:

Sun Valley High School Expectations	Bathroom Locker room	Cafeteria	Halls	MIC	Classroom	Cafeteria	Assembly	Technology	Parking Lot
<b>Perseverance</b>	Use bathroom only when necessary.	Be courteous to all cafeteria staff and teachers. Maintain an appropriate volume Treat food and other objects as intended	Maintain an appropriate volume.	Maintain an appropriate volume. Be kind. Listen to teacher directions.	Always try your best. Never give up. Maintain good attendance.	Maintain an appropriate volume. Be courteous to all cafeteria staff and teachers	Maintain an appropriate volume. Listen attentively to speakers. Applaud appropriately.	Wait for an appropriate location and time to use your personal technology.	Maintain an appropriate volume. Be courteous to staff as they direct you.
<b>Responsibility</b>	Follow the cell phone policy. Keep the area clean. Report messes immediately. Use appropriate language.	Follow the cell phone policy. Practice good manners Let others feel welcome at your table. Use appropriate language.	Follow the cell phone policy. Be mannerly. Use appropriate language.	Follow the cell phone policy. Use appropriate language.	Follow the cell phone policy. Demonstrate good classroom manners. Be prepared. When working in groups, do your share of the work.	Follow the cell phone policy. Use appropriate language. Practice good manners Let others feel welcome at your table.	Follow the cell phone policy. Use appropriate language.	Follow the cell phone and acceptable use policy. Make academics your first priority. Keep track of technology devices.	Follow the cell phone policy. Use appropriate language. Exit and return quickly and quietly.
<b>Integrity</b>	Use paper products wisely.	Be on time for lunch. Make healthy food choices. Follow the cell phone policy.	Walk directly to class without stopping.	All exits must remain clear.	Stay on task. Submit your own work.	Report to your table and be seated. Make healthy food choices.	Sit in your designated area. Listen to instructions.	Be positive while using social media Treat others the way you want to be treated.	Report to your designated area immediately. Listen to instructions.
<b>Drive Establish GREATNESS</b>	Always practice appropriate hygiene.	Recycle. Place trash into proper receptacles. Keep eating areas clean.	Put items in the proper place.	Keep possessions close.	Plan and prepare daily for your future. Make meaningful contributions to the class.	Recycle. Place trash into proper receptacles. Keep eating areas clean.	Keep our new auditorium clean. Be mindful of safety for self and others while climbing bleachers or descending bleachers	Use technology to further your career goals. Remember posts last forever.	Take all fire drills seriously. Report safety concerns immediately.

*The following are examples of misconduct that could lead to:*  
**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

<p><b>Level I</b>  <b>Level I</b> acts of misbehavior are those, which disrupt stated classroom procedures or interfere with the orderly operation of the school. Individual staff members will handle these problems as they arise. The list of examples of misconducts and disciplinary options are meant to be illustrative and not complete.</p>	<ol style="list-style-type: none"> <li>1. Classroom disturbance</li> <li>2. Classroom tardiness</li> <li>3. Unprepared for class</li> <li>4. Failure to complete assignments</li> <li>5. Abusive language</li> <li>6. Littering</li> <li>7. Cafeteria infraction</li> <li>8. Public Display of Affection</li> <li>9. Dress/accessories which are unsafe, disruptive, unhealthful or obscene</li> <li>10. Having unnecessary items (water pistols, toys, food, hats, personal listening devises, stereos, radios, chains, laser pens, recorders, skateboards, cell phones etc.)</li> <li>11. Minor School bus disturbance</li> </ol>	<ol style="list-style-type: none"> <li>A. Verbal Reprimand</li> <li>B. Special Assignment</li> <li>C. Teacher Counseling</li> <li>D. Guidance Counseling</li> <li>E. Withdrawal of privileges to school events, bus riding, etc./general detention</li> <li>F. Administrator Counseling</li> <li>G. Personal Detention</li> <li>H. General Detention</li> <li>I. Work Detail (parent approval)</li> <li>J. Change clothing; cover offending clothing</li> <li>K. Assign zeros or no credit in class work or tests or to students at the end of the semester</li> <li>L. Confiscation of items-returned only to parents.</li> <li>M. Confiscation of items not to be returned.</li> </ol>
<p><b>Level II</b>  <b>Level II</b> acts of misbehavior are those whose frequency or seriousness tend to disrupt the learning environment of the school. These infractions, which include a continuation of Level I misconduct's, require the intervention of administrators because use of Level I disciplinary options have failed to correct the situation.</p>	<ol style="list-style-type: none"> <li>1. Continuation and frequency of Level I misbehaviors</li> <li>2. Late to School</li> <li>3. Sent to the office by a teacher</li> <li>4. Truancy</li> <li>5. Cheating on homework, tests, class work or plagiarism</li> <li>6. Cutting class</li> <li>7. Possession of tobacco products, cigarettes, smoking in building-or within one block of building or on any Penn-Delco property</li> <li>8. Forging of notes, passes, excuses</li> <li>9. Removal from class (short term)</li> <li>10. Failure to leave class when asked by teacher or staff member</li> </ol>	<ol style="list-style-type: none"> <li>A. ANY Level I Option</li> <li>B. Behavior Contract</li> <li>C. Parent Conference</li> <li>D. In-School Suspension</li> <li>E. Schedule Modification</li> <li>F. Referral to outside agency</li> <li>G. Permanent revocation of bus privileges</li> <li>H. General Detention</li> <li>I. Removal From Class (short term)</li> <li>J. Illegal notices sent home, etc.</li> <li>K. Out of school suspension</li> <li>L. Failure for marking period in class</li> </ol>

	<ul style="list-style-type: none"> <li>11. Scuffling/rowdy behavior</li> <li>12. Abusive language towards staff or other students</li> <li>13. Other forms of disrespect toward staff and support personnel including secretaries, custodians, aides, bus drivers and cafeteria workers)</li> <li>14. Disruptive school bus behavior</li> <li>15. Failure to attend personal/general detention</li> <li>16. Frequent assignment to personal detention</li> <li>17. Found in prohibited areas</li> <li>18. Out of Bounds</li> <li>19. Parking Violation</li> <li>20. Acceptable Use Policy Violation</li> </ul>	
<p><b>Level III</b>  <b>Level III</b> acts of misbehavior take on added seriousness because they involve a violation of the personal property rights of others</p>	<ul style="list-style-type: none"> <li>1. Continuation of level II misbehaviors</li> <li>2. Frequent assignment to general detention</li> <li>3. Fighting</li> <li>4. Vandalism/graffiti</li> <li>5. Stealing/Breaking into a locker</li> <li>6. Obscene language or gesture to staff</li> <li>7. Possession of pornographic material</li> <li>8. Misuse of on-line computer data</li> <li>9. Harassment</li> <li>10. Racial Intimidation</li> <li>11. Leaving school property without permission</li> </ul>	<ul style="list-style-type: none"> <li>A. Removal From Class</li> <li>B. Referral to SAP with mandatory follow through with the recommendations</li> <li>C. Restitution for property or personal damages, (medical bills included)</li> <li>D. Out of school suspension</li> <li>E. In-school suspension</li> <li>F. Alternative Programs</li> <li>G. Police/Court involvement</li> <li>H. Community Service</li> </ul>
<p><b>Level IV</b>  <b>Level IV</b> acts are those which result in violence to another's person or property or which pose a threat to the safety of others in the school.</p>	<ul style="list-style-type: none"> <li>1. Continuation of level III misbehaviors</li> <li>2. Extortion</li> <li>3. Bomb Threat</li> <li>4. Possession/use/transfer of dangerous weapons</li> <li>5. Assault/battery</li> <li>6. Vandalism (Level IV)</li> </ul>	<ul style="list-style-type: none"> <li>A. Suspension</li> <li>B. Expulsion</li> <li>C. Alternative placement/in/out of district</li> <li>D. Board Action</li> <li>E. Restitution of property and damages</li> <li>F. Court citation</li> <li>G. Police/Court involvement</li> </ul>

<p>These acts may clearly be criminal in nature and the administrative staff will immediately contact the proper law enforcement authorities.</p>	<p>7. Major Theft/Sale of Stolen Property  8. Arson  9. False Fire alarms  10. Breaking and entering  11. Possession, use, sale or attempt to deliver unauthorized substances  12. Use of unauthorized substances (alcohol, drugs, stolen property)  13. On school property during out-of-school suspension  14. Sexual Abuse  15. Threatening and or violent behavior  16. Terroristic threats  17. Risking a catastrophe  18. Computer tampering</p>	
---	--	--

**STUDENT SEARCH POLICY**

School administrative personnel have the authority to require students or other persons, under the administrator’s jurisdiction, to submit to a thorough search, including, but not limited to the following: clothing, handbags, wallets, lockers, school bags and cars in order to take possession of any unauthorized materials suspected of being in their possession.

When students under 18 years of age refuses to submit to a reasonable cause search as outlined in this policy, the parents of the student and the police are called immediately. When appropriate, body searches will be conducted by the police. (School Board Policy 226)

In addition, Sun Valley High School is subject to periodic impromptu searches by a certified drug dog. The same policies from above apply during these searches. Dogs will search the parking lots as well as the school building.

**CUTTING CLASS**

Any student who misses a class(es) for any illegitimate reason or who leaves school without proper permission will be considered to be cutting the class.

**SMOKING**

Due to Pennsylvania Act 145 of 1996 and research related to the physical dangers associated with tobacco products, including but not limited to e-cigarette smoking and the use of tobacco products are not permitted on school property. There is no smoking on school grounds.

Any student found smoking, in possession of a cigarette, e-cigarette or in possession of any tobacco products anywhere on school property will be suspended for a minimum of 3 days. Length of suspensions for possession or smoking of tobacco products will increase based on the number of offenses committed.

In addition to suspension, any student found in possession of tobacco products on school property or in school will be subject to a fine, plus court costs pursuant to the penalties set forth in Pennsylvania Act 145 of 1996.

## **REFUSAL TO OBEY SCHOOL PERSONNEL**

Any student who is asked to leave a class for any reason should report to the office immediately. Students who fail to follow the directives of school personnel or failure to leave in a timely fashion or a failure to leave are considered insubordinate and may result in an automatic suspension.

## **CAFETERIA REGULATIONS**

- Students cannot leave the cafeteria without permission from a lunch monitor.
- During 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> lunches, students needing to use the bathroom are to use the ones adjacent to the cafeteria.
- Students must be in the cafeteria no later than five (5) minutes after the first dismissal bell.
- If a student continually misbehaves, he/she will lose their cafeteria privileges.

## **VIOLENCE AND/OR THREATENING BEHAVIOR**

Threats, racial slurs, harassment and stalking made from student to student, student to teacher, and/or student to staff member will be taken seriously. Such matters will be handled in accordance with the laws of Aston Township, Delaware County, and the Commonwealth of Pennsylvania. Sun Valley works closely with law enforcement officials to ensure a safe learning environment for all students.

## **PERSONAL TEACHER DETENTIONS**

Teachers may, at their discretion, detain pupils during the final period of the school day until 2:55 p.m. to complete missed work or as a consequence resulting from a Level I infraction. Teachers will determine when the frequency of personal detention is no longer effective and move the student to a Level II disciplinary option by contacting administrative personnel. Also, teachers may assign a detention for the same day as the infraction or postpone the detention to another day if the student presents a valid reason.

## **GENERAL DETENTION**

General detention will be operated for those pupils who violate school regulations. It will operate in the afternoon until 2:55 p.m. Monday through Friday. Technical School and work experience students will be assigned detentions before or after school at the administrations discretion. Detention will be used for study or constructive projects. Students are required to attend detention as assigned unless excused by the Principal or Assistant Principal. If a student is absent from school during any of the days he/she is assigned detention, he/she will make-up the time immediately upon his/her return to school.

## **IN-SCHOOL SUSPENSION**

In-School Suspension is in a designated room for a specified amount of time under the supervision of a school staff member. All work assigned must be completed and will count for credit. Students must bring their books to ISS.

### **Rules for ISS:**

1. Conversations between students are not permitted.
2. All School Rules apply, including: no food, no drinks except water, no cell phones and no listening devices. (cell phones will be taken at the beginning of ISS and returned at the end of the day)
3. Students are expected to be seated and working quietly.
4. If a student finishes their work before the school day ends, they are required to read silently. If they choose not to read, the ISS teacher may assign them work.
5. Students are not permitted on school property or allowed to participate in any extra-curricular activities or sporting events while on suspension.

## **OUT-OF-SCHOOL SUSPENSION**

In the most serious cases of school infractions, students may be suspended from the school by the Principal or Assistant Principal. No students may return prior to a parent conference if requested. Students are not permitted on school property or allowed to participate in any extra-curricular activities or sporting events while on suspension. Suspension letters become a part of the student's permanent record.

Stun guns are considered a weapon and students found in possession will be arrested, suspended, and/or expelled. Students who are in possession and/or who use pepper spray may lead to an expulsion. Possession of laser pointers and/or use of such items will result in confiscation of item and/or suspension.

### **EXPULSION**

In cases of student behavior where the actions would endanger or impair the safety and welfare of other students, faculty, or school property, the administration will recommend the expulsion of the student from the school. The final approval is then required by the School Board.

### **BUS CONDUCT**

All school rules shall apply during your trip to and from school and on field trips. You should bear in mind at all times that improper conduct on a bus may have more serious consequences. Disruptive behavior may distract a driver and result in a serious accident. No food or drinks are permitted on the bus.

School bus transportation is a privilege, which can and will be withdrawn temporarily or permanently when it is abused. Students are to be at their designated bus stop 5 minutes prior to pick-up time.

### **WIRELESS COMMUNICATIONS DEVICE**

Sun Valley High School has adopted a new cell phone guideline. By managing the environment in which cell phones are used SVHS will be able to focus on teaching digital citizenship and providing students with the opportunity to demonstrate responsibility.

Student cell phones/communication devices are not to be seen or heard during instructional time for any reason unless the student has been specifically given permission by the classroom teacher. The classroom teacher may determine if students are allowed to use phones or electronic devices in their classrooms. This decision will be based on educational values. **It is the student's responsibility to ensure that a cellular phone or electronic device is set to silent during his/her class periods.** If a phone is heard during class, it will be considered a violation. This includes all sounds. Students ARE NOT permitted to leave class for the purpose of using a cell phone or communication device. In the case of an emergency, students may ask permission to go to the office where they can use their phone or a school provided phone.

If a phone is confiscated by a classroom teacher, the phone will be secured in a safe place until the teacher can take the phone to an office. Students, who refuse to comply with this policy or waste additional class time, may face consequences.

The use of cell phones/communication devices, however, will be permitted in the hallways, study halls, at passing time and in the cafeteria area during the student's lunch time. **Students should not call or text students who are in class.** Phones may be set to vibrate or silent in the cafeteria or hallways.

School personnel have the authority to detain and search, or authorize the search of, any student upon reasonable suspicion of inappropriate use of a wireless communication device. School personnel have the authority to confiscate or to remove the wireless communication device from the student's possession. After the third time a wireless communication device is removed from the same student, the device will not be released to the student; however, parents may be asked to pick up any device confiscated.

**For clarification purposes, cell phones may only be used before school, during passing times, during lunch, during study hall, and after school hours.**

**If a student is tardy and still using his/her cell phone or electronic device when entering the classroom, the student will face normal consequences for lateness and failure to follow classroom expectations.**

## **DRESS CODE**

### ***SECTION THREE...Pupil Personnel***

The Penn-Delco School District Board of School Directors recognizes that the legislative authority to provide for a Dress Code Policy has been provided through 24 P.S. § 13-1317.3.

The Penn-Delco School District Board of School Directors hereby adopts the following mandatory Dress Code for all students in grades kindergarten through twelve.

Based upon the legislature's intent and Penn-Delco School District's own experience, the Penn-Delco School District Board of School Directors strongly believes that the following support such a Dress Code.

Such a Dress Code will help to establish and maintain a more positive atmosphere conducive to education.

Such a Dress Code will help to instill student discipline.

Such a Dress Code will help to eliminate peer pressure dealing with student attire.

### **Penn-Delco School District Dress Code (PDSB Board Policy 221)**

#### **Dress Code**

The complete School Board Policy 221 Dress and Grooming is attached.

- Students should be well groomed, clean, and neatly attired when in school or at school functions.
- Students are not permitted to wear outer jackets and coats in school.
- Headwear (hats, scarves, bandannas, etc.) is prohibited from being worn in any school building during school hours.
- Sneakers or shoes must be worn at all times- no slippers.
- Clothing that espouses violence, hatred, prejudice, depicts alcohol or drugs, or is found to be offensive such that it creates the risk of disruption is prohibited.
- Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts, etc.) and worn-out clothing (holes, torn, rip, etc.).
- Students are not permitted to wear extremes in apparel, jewelry, or grooming which are distracting, disruptive, disrespectful, revealing, or unsafe. For example, chained wallets and spiked jewelry are not permitted.
- Full pajamas or pajama bottoms are not permitted.
- Undue attention to an individual's dress, which detracts from the seriousness of the instructional process, must be avoided. Therefore: Clothing which exposes bare shoulders, armpits, midriffs, and/or cleavage is prohibited. Examples are: halter tops, tube tops, and tank tops.
- Clothing which exposes excessive areas above the knee is prohibited.
- Undergarments should not be exposed
- See-through clothing is prohibited.
- All pants or shorts must be worn at or above the waist. Excessively baggy- style pants or any styles, which expose areas below the waist, are prohibited.
- These examples are illustrative but not necessarily exhaustive.

If, in the opinion of a representative of the Administration or faculty, a student's dress is deemed distracting, disruptive, disrespectful, revealing, or unsafe, the student's parent/legal guardian will be notified, and the student will be removed from the classroom or school function until properly attired.

It is the firm belief of the Penn-Delco School District Board of School Directors that student dress affects attitude, behavior, and accomplishment.

#### **HALL PASSES**

Every student has a specific assignment for each class period. During this time he/she belongs only in the room specified on his/her roster. Students are to go to lockers or the lavatory during the four minutes between classes. At any other time a student must have a hall pass from his/her teacher. This includes visits to the office, nurse, guidance center, etc. A hall pass is to be kept with the student and presented when asked. If detained by a teacher, that teacher is to provide a hall pass to the next class. Students should not come to the office to get a pass.

Hall passes must be presented to anybody who asks. Students are not permitted to leave class without a pass or permission from the teacher for any reason. Students leaving class without permission for any reason may face disciplinary action. Teachers will use discretion in allowing students to leave the room for emergency situations. Students with physical ailments who require visits to the nurse or lavatory should provide a written note from the parent describing the nature of the problem. The administration may limit passes for any student who abuses this privilege.

### **CONTROLLED SUBSTANCES/PARAPHERNALIA (PDSB Board Policy 227)**

The complete School Board Policy 227 Controlled Substances/Paraphernalia is attached. Use or possession of illegal substances will be handled in accordance with Penn-Delco School District Policy 227.

### **ELEVATOR USE**

Elevator keys are obtained from the Main Office. Students must have a doctor's note indicating need and a receipt will be given for the key. If the key is not returned, the student will be fined \$10.00.

### **LOCKERS**

Each student shall be assigned a hall locker. Each locker is equipped with a built-in combination lock; no student should divulge the combination to any other student, nor should students share a locker. In the case of a locker search, all persons sharing the locker will be held responsible.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection within the educational environment is unacceptable. It is the goal of Sun Valley to establish proper modes of behavior for students throughout the school. Teachers will be instructed to use good judgment when observing students who are involved in a public display of affection. However, if a teacher deems that a particular situation is inappropriate, he/she will bring the problem to the student's attention immediately. Chronic offenders will be subject to disciplinary action such as detentions and suspension.

Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school. It is not, however, designed to discourage student friendships in an atmosphere of caring among students and teachers. It is our hope that we will be able to establish reasonable limits in a positive climate for the entire school community.

### **OUT OF BOUNDS**

*Out of Bounds* is broadly defined as any place where a student is not supposed to be during the school day. Out of Bounds is also any unsupervised area where it is known that students are not permitted. Common sense prevails in cases where students are out of bounds. Students with no legitimate purpose for being in an out of bounds location will be considered out of bounds. Some out of bounds areas include but are not limited to: locker rooms, cafeteria at times other than scheduled lunch, under stairwells, behind doors, unsupervised classrooms, auditorium and gym at unsupervised times, behind the building, in the parking lot, along any unsupervised external perimeter of the building, etc. The administration reserves the right to determine whether an area is "out of bounds". Students caught in out of bounds areas may be subject to disciplinary actions.

### **WEAPONS (PDSB Board Policy 218.1)**

The complete School Board Policy 218.1 Weapons is attached. A weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, brass or metal knuckles, firearm, shotgun, rifle, ammunition, poisons, chemical agent (e.g. mace), slingshot, pellet gun, air gun, explosive device and any other tool, instrument or implement capable of inflicting bodily injury, or causing harm, intimidation or harassment.

Weapons also include look-alike or replica weapons, which are operable and inoperable. Weapons do not include devices authorized by the school for legitimate educational purposes including but not limited to tools, scissors, pencils, and compasses. Any student using an object in a manner-implying harm, intimidation or harassment will be considered to be in possession of a weapon. Violation of this policy may result in suspension, expulsion, and/or prosecution. Any person with knowledge of an individual possessing a weapon is instructed to report this to an administrator immediately.

### **BULLYING/CYBER-BULLYING (Board Policy 249)**

The complete School Board Policy 249 Bullying/Cyber-Bullying is attached. The Board is committed to providing a safe,



positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, non-verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as intentional harming of another person where the bully has more power than the victim.

Bullying has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop, walking to or from school, or at any activity sponsored, supervised or sanctioned by the school.

## STUDENT ACTIVITIES

### STUDENT ACTIVITIES

Every student at Sun Valley is encouraged to participate in activities. Faculty sponsors direct students involved in these activities. Membership in one or more of these organizations expresses a willingness to contribute to the betterment of the school as well as an interest in having an enjoyable experience with fellow students.

**All students participating in student activities must meet eligibility requirements to participate.**

Anime Club	National Art Honor Society
Astronomy Club	National Honor Society
Band	National Math Honor Society
Band Front	National Spanish/French HS
C.A.R.I.N.G	National Tri-M Honor Society
Chorus	Paranormal Investigation Club
Class Committee (all grades)	Pétanque
Concert Band	Reading Olympics
Debate	Robotics Club
Delco Hi-Q	Science Olympiad
Drama Club	Sea Perch
Fashion Club	Spectrum (yearbook)
FCCLA (Family, Career & Community Leaders)	Stage Crew
GSA (Gay, Straight Alliance)	Student Senate
Jazz Band	TV/Video Club
Leo Club	Ultimate Frisbee
MJROTC/ Fitness Team	Vanguard Volunteers
Motif	Voice of the Valley

## **DANCE/PROM REGULATIONS**

Dances are not required but are special additions to Sun Valley High School social life. With privileges go responsibilities. In order to continue having dances, there are rules that must be followed:

All school rules apply to students during the dances.

- Each student is permitted to bring one (1) guest with him/her.
- All guests must also have a picture I.D. or their high school schedule.
- Students are responsible for the actions of any guests that they bring to school dances. **NO DATES CAN BE 21 OR OLDER TO ATTEND SCHOOL DANCES.**
- No one will be admitted after one (1) hour after the dance begins without prior permission.
- No one is allowed to leave the dance early.
- It is the student's responsibility to make sure that a ride home is available at the end of the dance.
- Breathalyzers will be used at all dances, proms or any other time a student is suspected of being under the influence of an illegal substance.
- For Proms, only members of that class are permitted to buy tickets.
- *If a student is suspended from school during the date at which the dance is to be held, that student may not attend.*

## **CLASS DUES**

Class dues will be collected in the junior and senior years only, and will be paid in a lump sum. Class dues covers the cost of the senior yearbook, cap and gown rental, and helps support class sponsored activities. Students must pay class dues by the deadlines established by each class in order to participate in class-sponsored activities. Arrangements may be made with class sponsors if there are situations, which necessitate the delay in payment of class dues. If class dues are turned in after the due date, a late fee will be charged. All payments for class dues and activities are to be by check or money order or cash. Class dues are non-refundable.

## **CONDUCT OF OUR ATHLETES**

All athletes will be held to all conditions of the Sun Valley Student Handbook and its consequences. The athlete may face additional consequences related to the privilege to participate in interscholastic athletics.

## **ACADEMIC ELIGIBILITY**

Grade reporting is completed by teachers on a weekly basis. All grades are updated on Wednesday at 3:00 pm. The eligibility report is created and distributed to coaches on Thursday. Coaches inform student athletes of any academic deficiencies at that time. The report will identify students that have earned a "D" or "F" in any scheduled class.

A student athlete becomes ineligible when failing more than one subject. The period of eligibility begins on the Sunday following the grade report and continues until that Saturday (7 calendar days). If a student is determined to be ineligible during a period of season break, they will remain ineligible until after the next report.

A student athlete will use this time to concentrate on academics in order to achieve eligible status. Students may practice during this time frame at a coach's discretion. The student may not suit up or participate in any interscholastic games during period of ineligibility.

On the day of marking period grade reports, any student athlete failing more than one subject will become ineligible for a period of fifteen (15) school days. Coaches and administration will monitor the student athlete's grades during this time to determine whether the athlete may participate in practice. Students may not suit up or participate in any interscholastic games during this period of ineligibility.

## **PRE-PARTICIPATION PHYSICALS, CONCUSSION TESTING & SUDDEN CARDIAC ARREST INFORMATION ACKNOWLEDGEMENT**

All Sun Valley students wishing to participate in interscholastic athletics must have passed an initial physical examination performed by a licensed physician of their choice.

The Pennsylvania Interscholastic Athletic Association (PIAA) has mandated their Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form as the only physical form to be accepted. PA Department of Education physical exam forms cannot be accepted.

The required CIPPE forms are available online at the Sun Valley Athletic Page website under the "Physical Forms" link. . They are also available from the PIAA website ([www.piaa.org](http://www.piaa.org)).

**All physical exams must be dated after June 1st** and before the start of the practices each school year before an athlete can participate. Parents/Guardians are encouraged to schedule annual check-ups/physicals within the June 1 - August 1 window in order to avoid potential insurance limits and co-pays. By doing so the physical exam is good for the entire school year - not calendar year, barring an injury or illness after the initial physical exam.

Athletes must turn in all required, completed forms to their coach on the first day of practice. Do NOT fax forms! We must have the original forms with signatures for our files. Copies cannot be accepted.

The Athletic Department will keep the forms on file the entire school year; however, we recommend you keep a file at home for your records. Please be reminded that all sections of the CIPPE form must be completed correctly and returned prior to participation.

All student athletes will be administered the Concussion Vital Signs baseline examination prior to competing in interscholastic sports. Athletes will be tested every two years.

In addition, students and parents must read, review and sign sections 3 and 4 of the PIAA CIPPE regarding Concussion Management and Sudden Cardiac Arrest information. Both forms must be signed by parents/guardians and student athlete in order to participate.

### **SPORTS ATTENDANCE RULES**

Practices are essential for proper conditioning, improvement and teamwork. Therefore athletes are required to attend scheduled practices. Students must be in school by 11:15 AM and remain in school all day to be considered eligible to participate in practice, scrimmages or games. Doctor's notes, pre-approved excused absences from administration (i.e. college visit) and funeral attendance are the exceptions to this requirement. Parent's notes do not take the place of a doctor's note. If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 School days following your 20<sup>th</sup> day of absence.

### **ATHLETIC BUS POLICY**

Athletes must ride on team buses to and from all athletic events away from the Sun Valley campus. A student may ride home with a parent/guardian only after having completed the transportation waiver form provided at the beginning of the athletic season. The waiver form must be signed by the parent/guardian and returned to the coach and athletic office. This waiver form only covers the immediate season. A new waiver form must be completed for each subsequent season. After the waiver form is on file, the parent/guardian must inform the coach in person when they will be transporting them after an athletic contest. Student athletes may only be transported by parent/guardians. Failure to follow the athletic bus policy may result in loss of participation privilege in the next athletic contest.

### **UNSPORTSMANLIKE CONDUCT**

Unsportsmanlike conduct is not tolerated and will be dealt with by the Sun Valley administration swiftly. Consequences may vary from extra physical activity, loss of playing time, suspension, or dismissal from the team, depending on severity and number of occurrences. Each incident will be dealt with on a case by case basis.

### **ALCOHOL AND ILLEGAL DRUGS**

Players are subject to the SVHS Student Handbook and Penn-Delco Board policies regarding alcohol and illegal drugs. Use of drugs, tobacco and alcohol impairs the student athlete's physical ability and reaction time, placing teammates, opponents and themselves at risk. Any violation of these policies will result in dismissal from the team and possible loss of athletic privilege for the year.

### **GAME MISCONDUCT**

A student receiving a red card during interscholastic competition is automatically suspended from the next contest. If it is the last game of the season and the student participates in the next sports season, they will miss that first interscholastic game. A red card received in the last game of the spring season will result in missing the first game of the next school year (if the player

is an underclassman). Repeated red cards will result in administrative discipline, suspension from team, or dismissal from the team.

### **GROSS MISCONDUCT**

Defined as, but not limited to, stealing, extortion, vandalism, harassment, fighting, intimidation, bullying and repeated disrespect of faculty and staff. Students are suspended from school and will receive additional consequences from the athletic department, including suspension, dismissal from team or loss of athletic privileges for the entire school year.

### **NCAA CLEARINGHOUSE**

The NCAA initial-Eligibility Clearinghouse must declare student-athletes wishing to participate and be eligible for athletic scholarships/participants at the Division I and II level during their senior year. It is imperative that the student and/or parent notify the guidance counselor regarding applying to the NCAA clearinghouse so that appropriate scheduling can be maintained. Registration is required during the student's junior year. More details and information may be obtained through the NCAA website.

### **EXTRACURRICULAR ACTIVITIES**

In order to participate in a practice session, scrimmage or game the student must be in school ALL day. All students must be in by 11:15 a.m. to be considered present and eligible for that day. Students who exhibit inappropriate behavior at an extracurricular activity or event may be asked to leave the event. Those students may also be given detentions and/or be suspended at the discretion of administration. Offenders may be prohibited from attending extracurricular events.

Any student receiving Homebound Instruction or Instruction in the Home, or is placed elsewhere for administrative/discipline reasons may not participate in any extra-curricular activities associated with Penn-Delco School District unless otherwise approved by the Penn-Delco School District administration. This includes but is not limited to sporting events, dances, evening programs, class trips and proms.

Any student suspended for any reason may be restricted from any and all extra-curricular activities as well as participation in class trips at the discretion of the administration.

### **CLASS TRIPS**

Any student suspended out of school may be restricted from participation from class trips.

### **CLASS SPONSORED ACTIVITIES**

Participation in all class-sponsored activities is a privilege not a right.

All class activities are coordinated and directed by the class officers and their sponsor with administrative approval. Dances, floats, dues collection, fundraising, trips, class meetings, and senior activities are all the responsibility of class officers. Officers consist of President, Vice President, Secretary, Treasurer, and Historian.

**During any campaign, all class office candidates must receive administrative approval of all posters/signs, etc. prior to any public posting.**

Any class officer receiving more than one suspension or being academically ineligible at the end of any marking period may be removed from his/her elected office.

Any class officer whose integrity is questioned due to inappropriate behavior unbecoming a Sun Valley student may be removed from their office and will not be allowed to hold an office during the current year or the next year.

We encourage all payments for class activities to be paid by check or money order. Cash will be accepted for any payment under \$150.00. Any cash payment over \$150.00 will be paid in the office.

**All activities must receive prior administrative approval.**

### **ART HONOR SOCIETY**

Members are selected from the art majors classes based on their talent and love of art. An induction ceremony is held, artwork is displayed, and officers are elected from the membership.

### **FRENCH HONOR SOCIETY**

Community service is mandatory for the organization, as well as a high grade point average overall (at least a B average in all other courses), in addition to an A in French classes during the semester of selection.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is based upon the following criteria:

#### ***Scholarship:***

Students must have a minimum 5.0 G.P.A. out of 6.5 or 3.5 G.P.A. out of 4.0 at the end of their freshman, sophomore, and junior year to be considered for membership. Once students have been identified as having met this requirement, they are asked to fill out information regarding the other three criteria.

#### ***Leadership:***

Students must be resourceful in proposing new problems, applying principles, and making suggestions, demonstrate initiative in promoting school activities, and provide a good influence and role model for others.

#### ***Service:***

This includes actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation. Volunteers and mentors should cheerfully render service to the school or the community.

#### ***Character:***

Students must demonstrate the following six qualities: *respect, responsibility, trustworthiness, fairness, caring, and citizenship.*

Students who meet the scholarship requirement will be asked to complete an application to the National Honor Society. A faculty council meets to review the applications and selects individuals for membership. Students who drop below National Honor Society standards will be placed on probation and cases reviewed by the sponsor and administrators. The potential to be removed from the National Honor Society exists if the student does not meet the academic standard in 3 out of 4 marking periods. Officers are elected yearly. Members are required to participate in one or more service projects during the school year and to attend monthly meetings.

### **SPANISH ART HONOR SOCIETY**

A regularly enrolled student of a secondary school (grades 9-12) who has maintained an honor average in the study of Spanish or Portuguese for at least three semesters is eligible for membership in the Society. Sponsors should also include character, leadership, and seriousness of purpose, cooperation, honesty, service and commitment to others in the criteria for selection into the Society. The student must be enrolled in the study of the language at the time of initiation.