



**Blacklick Valley Elementary Center**

**1000 West Railroad Street**

**Nanty Glo, Pennsylvania 15943**

[www.bvsd.k12.pa.us](http://www.bvsd.k12.pa.us)

Telephone (814) 749-9211

Office Hours 8:00-3:30

Fax (814) 749-8710

Staff Hours 8:00-3:30

***Superintendent: Mr. William Kanich***

***Principal: Mr. Ron Rhoades***

***Guidance Counselor: Mrs. Maribeth Dorsch***

***Secretary: Mrs. Shelly Marsh***

***Receptionist: Mrs. Marlene Krampy***

**WELCOME**

The administration, faculty and staff would like to take this opportunity to welcome you to Blacklick Valley Elementary Center. Everyone at the Elementary is committed to assisting you with your child's education. During the school year, we focus on several basic principles to enable our students to become productive, responsible citizens. We encourage our students to always work hard, try their best, never give up, believe in themselves and help others. These basic principles are essential building blocks that allow students to develop academically, socially and emotionally to be the best Vikings they can be.

## **V.I.K.E.S. Program**

At Blacklick Valley Elementary Center, the faculty and staff will implementing the V.I.K.E.S. program. This program includes all of the evidence-based practices associated with PBIS, including establishing universal expectations, teaching those expectations, acknowledgment students for demonstrating positive behavior, and using data to drive decision-making.

V.I.K.E.S. stands for:

**V**aluable  
**V**ikings  
wor**K** hard and  
mak**E** good choices while being  
re**S**pectful.

Although the program will not prevent all students from bullying or being mean to others, we are hopeful that we will instill some degree of kindness, tolerance, and values to all. It is essential for both parents and students to understand that if a child is mean to another child, becomes angry, or if children have conflict, it **does not** indicate with certainty that the behavior is bullying or that the V.I.K.E.S program is not working.

### **Blacklick Valley** **Elementary Center** **Student Mission Statement**

I know I can succeed in anything if I put forth enough effort. I believe I can learn if I have a positive attitude. I am proud to go to Blacklick Valley and I believe I can be an excellent student. Therefore, I promise to study, do my homework, try my hardest, and respect the rights of others.

## **Blacklick Valley School District** **Mission Statement**

**B**uild a community of stakeholders who  
**V**alue education and graduate  
**S**tudents who are college/career ready and  
**D**edicated to life-long learning

Empowering all students to make meaningful contributions to the world!

## **Blacklick Valley School District** **Vision Statement**

Blacklick Valley School District will change the culture of learning by committing to high expectations for learning, engaging in rigorous instructional practice and implementing an aligned and relevant curriculum.



### **BVEC Student Planners**

Student Planners are provided to students in grades 1-6. Planners are meant to serve as a source of communication between home and school and to document homework assignments. The expectation is for the planner to travel from home to school daily and for parents to check the planner daily, sign or initial every evening, and send the planner back to school with their child. Failure to have the planner signed/initialed and/or complete homework will result in loss of recess time.

## **Important Daily Information**

Teachers arrive each day at 8:00 A.M. and remain in the building until 3:30 P.M. If, for any reason, a parent needs to contact a teacher, please call the school between 8:00-8:30 A.M. or 3:00- 3:30 P.M. Please call your child's classroom teacher *directly* by using the extension number listed on the contact page. Students should **NOT** arrive at school in the morning prior to 7:50 A.M.

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### **Student Entry Procedures**

Parents driving their child to school should not bring their child prior to 8:00A.M. If your child will be eating breakfast at school, they must be dropped off by 8:15am. Students are to be dropped off in the parking lot furthest away from the building and use the crosswalk to enter. Parents are not permitted to drop off students in the bus lane. **Tardy students, after 8:30am, must be escorted into the main office and the accompanying adult must sign them into school.**

### **Student Dismissal Procedures**

Parent pick-up dismissal will begin at 3:00 every day. A signed parent note must be sent in notifying the classroom teacher and main office of the pick-up. However, if the student is a daily pick-up or follows a routine pick-up schedule, a one-time note can be sent in and kept on file in the office. Still, daily changes will need to be given to the school on the day of that change. If you have multiple children, please send in a note for each child. At 3:00, a call will be made for all students who are parent pick-ups to come to the designated pick-up area. An employee will supervise the pick-up. Due to processing time and student accountability, unless it is a true emergency, we will not accept parent pick-up notifications after 2:30pm.

### **School Visitors and Volunteers**

The administration, faculty and staff welcome, and encourage, parents to visit the school and their child's classroom. Visitors entering the building are asked to ring the buzzer outside the main entrance. Visitors will then also need to ring the buzzer in the lobby and report directly to the office. A video camera and buzzer are used for added security in our building. As a safety precaution, **all visitors will be asked to sign in upon arrival and sign out when leaving.** Visitors will be required to wear a visitor's pass while in the building. We ask for your cooperation with our policies, as this allows school personnel to recognize visitors in the building and to ensure classroom activities are not interrupted. Volunteers must have all clearances turned into the Superintendent's Secretary in order to help with school functions. Information on obtaining clearances is available in the school office.

## **Shared Values**

We Believe...

- In a safe and supportive environment
- Individual accountability enhances performance
- High expectations inspire continual growth and development
- Leadership, life-long learning and collaboration are fostered at all levels
- All people have value, worth and the right to be treated with respect and dignity
- In responsible allocation of resources to achieve district goals
- In remaining at the forefront of instructional innovation
- That diverse experiences provide opportunities for all students to excel
- What we teach, prepares students for the demands of an increasingly complex and ever-changing world

## **ALMA MATER**

Hail to thee, our Alma Mater  
Blacklick Valley High ever loyal, true, and faithful,  
We will do or die.  
Ere we leave, we'll nere forget  
You've been our guiding light  
Hail to thee and what you stand for  
Honor, truth and right.



**SCHOOL COLORS** – Black & Gray

**SCHOOL LOGO** – Vikings

### **Special Classes**

Students K-6 will take part in P.E., music, art, technology and library book exchange. Please submit a notice in writing to the P.E teacher if your child needs to be excused from that class. Continued limitation will require a medical doctor's excuse. Please wear regular clothes with sneakers.

## **Daily Schedule**

8:00 – 8:25 – Breakfast

8:30 – *Tardy to School*

8:30 - Opening Announcements

8:35 - Educational Instructions Begin

10:40 - 11:20 - Lunch Grades K, 1 and 2

11:20 – 12:00 - Lunch Grades 5 and 6

12:00 – 12:30 - Lunch Grades 3 and 4

3:00 - Dismissal

### **Emergency and Weather Related School Closings**

Weather-related school closings and delays are announced on the following local radio stations and television stations.

Radio Stations - WKYE 95.5 FM

Television Stations - WJAC, WTAE, WTAJ

The district also uses a phone calling system to notify students of delays and closings.

**Please make sure your phone number is current with the school.** Pre K A.M. will not report to school on days that have a 2-hour delay. Pre-K P.M. will still be in session on 2-hour delay weather days.

### **NOTICE OF NONDISCRIMINATION**

Blacklick Valley School District will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, age, religion, ancestry, handicap, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and sections 503 and 504 of the Rehabilitation Act of 1973. Employees, students, parents, participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for handicapped persons should contact the Title IX, Section 504 and Support Programs Coordinator, at the Blacklick Valley School, 555 Birch Street, Nanty Glo, PA 15943.

### **EMERGENCY CARDS**

A medical emergency card, indicating address, telephone number, doctor, or persons to be contacted in the event of an emergency is to be filed at the beginning of EVERY school year. Parents are requested to keep this card current by notifying the school nurse of any change in the information.

### **GUARDIAN/CUSTODY/LEGAL ISSUES**

Any restrictions in school visitation or access to student information as a result of custody orders, or other legal documents that specify guardianship, must be made known to the office personnel and should be updated annually.

## Blacklick Valley Elementary- Phone Extensions

<b>Pre-K</b> M. Lauer – 429	<b>Kindergarten</b> S. McCormick - 415 J. Simmons – 424 C. Swatsworth – 425	<b>1<sup>st</sup> Grade</b> K. Marhefka – 410 B. Yoder – 409
<b>2<sup>nd</sup> Grade</b> G. Kokoski – 413 L. Long - 447 S. Morris - 412	<b>3<sup>rd</sup> Grade</b> L. Sokira – 416 A. Wenderoth – 451	<b>4<sup>th</sup> Grade</b> T. Albright – 438 N. Kolarik – 439
<b>5<sup>th</sup> Grade</b> D. Bartoletti – 434 J. Claar - 433 S. Lavan - 404	<b>6<sup>th</sup> Grade</b> T. Boring – 430 S. Semetosky – 435 A. Smith – 431	<b>Specials Teachers</b> G. Farabugh – 423 J. Kotelnicki – 421 M. Nedrich – 436 K. Zamboni - 422
<b>Support Teachers</b> S. Chuhran – 432 J. Lieb - 419 C. Simmons – 440 M. Palko – 417	<b>Additional Departments:</b> Cafeteria - D. Palko – 428 Guidance Counselor – M. Dorsch – 437 Hearing Support – A. Moore - 450 Nurse – K. Zibura – 403 Principal – R. Rhoades – 402 Special Education Department – H. Rhine – 236 Speech/Language Support – 405 Superintendent's Office – W. Kanich – 302 Title I – K. Farabaugh – 420	

*\*\*\* Staff e-mail addresses can be found on the website \*\*\**

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## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Dept. of Ed. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920.

## **CAFETERIA BREAKFAST AND LUNCH**

Breakfast and lunch are free to all students at BVEC. Breakfast is available to students and served between 8:00 and 8:25A.M. The cost for any additional meals is breakfast at \$1.55 a day and lunch is \$1.90 a day. Milk, if purchased separately, is \$.55. Parents are responsible for keeping their child's lunch account funded. In April, debits in lunch accounts over \$5 will result in students' loss of participation in field trips, graduation/transfer, and the school will withhold report cards and transcripts to other districts. Students, while in the cafeteria, are supervised by monitors and members of the staff. The lunch period, all students eat at school, is a time for students to socialize with classmates and enjoy a healthy meal. Any questions concerning the lunch program should be addressed to Mr. Dan Palko at 749-9211 ext. 428 or 233.

### **Cafeteria Rules and Procedures**

1. On the way to the cafeteria, students line up with packers in the front of the line
2. Walk through the halls/stairwell quietly
3. Packers not needing milk can go directly to their designated table
4. Remaining students form 1 quiet line leading to both serving doors, staying to the left of the cones, along the wall with the bench seats and large bulletin board
5. Exit serving area and walk to class table(s)
  - Grades 2, 3, 4, 5, and 6 can get their condiments upon exiting the serving area, located on either side of the stage
  - Grade Pre-K, K, and 1 will need to ask the teacher for needed condiments
6. Stay in your seat while in the cafeteria
7. Raise your hand for assistance with missing/forgotten items, spills, bathroom use, extra food items, opening items, and to make purchases at the snack bar
8. While eating you may talk to your tablemates
9. Use good table manners and keep your area clean
10. A teacher in the cafeteria will dismiss students quietly by table to empty their trays
11. At that time, students will leave the table to the right (facing the stage), proceed to the back of the cafeteria (near art room), and then up the side passage to the garbage can
  - Kindergarten (until the 4<sup>th</sup> Quarter) and Pre-K will exit their seats and proceed directly to empty their tray
12. When emptying trays, stay to the right of the cones
13. Silently line up



## **Bus Rules and Procedures**

- When waiting for the bus, allow the bus to come to a complete stop and only cross when the lights on the bus are flashing red.
- Always cross in front of the bus where the driver can see you!
- Stay away from the rear wheels of the bus, the driver can't see you back there!
- **Stay in your seat.** NEVER stand while the bus is moving!
- **Always face forward on the bus.**
- Wait for the bus to stop before getting out of your seat!
- Wait your turn when getting on or off the bus.
- No pushing.
- **Use your inside voice.**
- **Keep your hands, feet, and other belongings to yourself.**
- Keep your hands and feet inside the bus at all times!
- Windows are to be down only one quarter of the way.
- **All school rules apply when riding the bus.**
- *Listen to the bus driver.*

## **BUSING**

Students riding school busses are expected to behave in a manner that will promote the general welfare and safety of all students who use bus transportation. During the bus run, the driver shall be in complete charge of the vehicle, and all students are expected to follow his directions. The following rules and policies have been established to insure your child has safe, efficient bus transportation.

- No smoking or use of tobacco or alcoholic products on bus.
- Board and leave bus only at assigned stops.
- No stops will be made other than those established.
- Students should be at their stops in adequate time to catch the bus.
- Students may **not** leave their seats while the bus is in motion, extend any part of themselves outside the bus, or distract the driver in anyway.
- The principal has complete charge to take whatever action necessary to promote safe and orderly conditions at bus stops and on the bus.
- Once bus arrives at school, departing students must come directly into the school building.

The following consequences are applied to bus misbehavior: warning, change of bus seat, 1-day bus suspension, 2-day bus suspension, 3-day bus suspension, 5-day bus suspension, 10-day bus suspension, 15-day bus suspension, removal from bus privileges for the remainder of school year, a citation, In School Suspension, Out of School Suspension. The principal has the administrative authority to assign punishments, citations, or suspensions depending on the age of the student, nature, severity, frequency of offense(s) and its risk to student safety and welfare.

## **BUS CHANGES FOR 2019-2020**

These changes are for All students in grades K -12. We NO LONGER will accommodate day to day alternate bus transportation requests. Examples of requests that will NOT be allowed are: playdates, sleepovers, parties, doctor appointments, lessons, after school activities, etc. If there is a True Emergency, then you must contact the office secretary or building principal directly. Please DO NOT send a note to school with your child.

- Students are only allowed to ride their assigned bus.
- Transportation arrangements must remain the SAME (Monday – Friday).
- Students will have one regular AM bus stop and one regular PM bus stop.
- The AM and PM bus routes will be determined by your home address through MMS.
- If your child/children go to daycare, etc., it is the parent/guardian's responsibility to notify the Transportation Coordinator ANNUALLY if you are requesting transportation to one of the locations.
- For the beginning of the school year, the AM and PM stop for your child/children will automatically revert back to your home address unless you notify the Transportation Coordinator.

*\*The only variation to this may occur with parent BOTH living at different placed in the Blacklick Valley School District and have joint custody) (A copy of the custody agreement must be provided to the school)*

Any permanent bus stop change request must be submitted at least 5 days before requested date of change and must be an everyday change. (i.e. moved to a new address, daycare request, etc.) Transportation cannot accommodate intermittent or every-other day requests.

**IT IS IMPORTANT TO NOTIFY THE SCHOOL OFFICE IF YOUR CHILD HAS A CHRONIC or SERIOUS MEDICAL CONDITION IN ORDER TO MAKE THE BUS DRIVERS AWARE IN THE EVENT OF A MEDICAL EMERGENCY!!!**

## **STUDENT DRESS CODE**

It is the responsibility of each student to dress in an appropriate manner for school. Clothing shall not be suggestive, unclean, vulgar, obscene, disturbing or distracting.

- 1 Student clothes shall be clean and neat at all times. Unclean clothes present a health hazard.
- 2 No bare or exposed midriff (stomach area).
- 3 Modest tank tops are acceptable. No halters, tank tops, fish nets, cutoff shirts, spaghetti straps or muscle shirts without having another shirt underneath or over top.
- 4 No excessive tight dresses, shirts, slacks. No excessive tight or spandex slacks, leggings, jegging, etc. without a shirt that is fingertip length with arms extended at the sides.

- 5 No clothes which depict or promote drugs, alcohol, sex, vulgar/obscene language, tobacco, guns or violence.
- 6 No clothes that result in scantily clad or revealing inappropriate portions of the anatomy, such as low cut shirts.
- 7 No see-through clothes.
- 8 Coats, hats and other head garments are not to be worn in the building during the school day.
- 9 No exposed undergarments: boxers, bras, etc. All clothes must cover undergarments.
- 10 No short shorts/skirts. A good rule of thumb is that when standing, shorts/skirts should be at least fingertip length.
- 11 All facial and tongue piercings are prohibited for safety reasons during the school day and when participating in any school related function.
- 12 No abnormally colored or styled hair that draws attention or causes a disturbance to the educational process.
- 13 Students may wear flip flops/sandals. However, for participation at recess and PE, students will need closed toe and heel footwear. Failure to wear these items may result in lack of participation in recess and/or PE, which could affect your child's grade.

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## **ATTENDANCE POLICY**

**According to PA School Code, Chapter 11, guardians/parents are obligated to make sure students attend school. When they are absent a procedure must be followed to verify an excused absence, and ensure the child's education gets back on track. The following rules of attendance are established:**

### **A. What is the difference between an excused and unexcused absence?**

- PA School Law, Section 1329 defines an excused absence as:
  - due to sickness of the student,
  - death in the family,
  - communicable disease,
  - impassable roads when riding a school bus.
- Additional excused absences include:
  - pre-approved family vacation,
  - pre-approved college visits,
  - pre-approved job shadowing,
  - religious holidays,
  - school sponsored activities/field trips
  - out of school suspension,

- any absence in which a written, legally acceptable excuse is submitted within three (3) school days of a student's return.

**The elementary will send parent/guardian reminder letters for total accumulated absences on or about the seven (7), twelve (12), and fifteen (15) day totals.**

- Unexcused absences include:
  - any absence in which a written, legally acceptable excuse is NOT SUBMITTED within three (3) school days of a student's return,
  - any absence after 15 days of absence WITHOUT a doctor's excuse
  - tardiness – late to school.
  - All other excuses not listed above are deemed unexcused.

**B. Entering schools following absence** - Students absent from school are required to bring a written excuse, signed by their parent/guardian, UPON RETURNING to school. This excuse is to be delivered to the office in the morning the day the student returns to school. Students are required to return an excuse within 3 days of returning from an absence, after which the absence will be marked unexcused. A written excuse is necessary even if parents call the office.

**C. Tardiness (late to school)** - A student arriving to school from **8:25 a.m. to 10:00 a.m.** will be considered tardy and must report to the office for attendance accounting. Students arriving to school after 10:00 a.m. will be considered half day absent (2 hours). Students must submit an excuse for tardies when arriving to school or they will be marked unexcused. Students participating in sports or activities, who are tardy to school from an appointment, must present an excuse from the appointment at the time of arrival at school. After fifteen (15) accumulated tardies, students may be suspended from participation in school or PTO related events/functions.

**D. Excessive absence/loss of academic credits** - The main office secretary or principal will make contact with parents/guardians by phone and via mail to help prevent student excessive absences and also to warn of impending consequences:

- Parental written excuses will be accepted for up to 15 days of student absence in a school year. After 15 total absences, the only acceptable excuse is a doctor/medical slip upon immediate return to school. All other excuses will be recorded as unexcused and/or subject to referral to the District Magistrate and/or Juvenile Court.
- Any student who misses more than 20 class sessions may be FAILED by the teacher or given partial academic credit for the course after consultation with the principal. Assignment to Alternative Education will be considered.

- Students who miss more than 25 days of school may be required to repeat the academic year. (Due consideration will be given for periods of extended illness that have been verified by a physician.) Assignment to Alternative Education will be considered.

Temporary excusals will be granted to those students with a long- term absence due to illness verified by a doctor's excuse, and when the school is informed by a parent/guardian in writing at the beginning or prior to the extended absence.

**E. Unexcused Absence** - When a student has a total of three (3) days of unexcused absences, a warning letter or phone call from the main office may be communicated to the parent/guardian. The next unexcused absence can initiate a referral to Juvenile Court, Children and Youth Services, and Student Attendance Improvement Plan (SAIP) will be created.

**F. Homework when Absent.** - It is the responsibility of the student to make arrangements to complete assignments missed during all absences. Parents may call the school at 749-9211 before 10:00 a.m. to request work for their child be collected if more than one day of absence. Work requested will be available for pick up at the end of the school day (between 2-3 p.m.).

**G. Calling in absences.** - While it is not required for a parent to call the school when their child will be absent, it is appreciated so school personnel knows the whereabouts of all students. It is recommended that if a child will be out for several days that the parent/guardian informs the school. Even though a student's absence is phoned in, a written note or doctor's excuse must be submitted upon return. Excuses can also be emailed to **esabsences@bvvikings.org**

**H. Student dismissal from school** - Students should be in school for the entire school day and it is highly recommended that appointments be scheduled after school or on a student day off from school. Excused dismissals include: doctor, dental, relative funeral, religious reasons, emergency situations, or pre- established guidance appointments. All other school dismissals are unexcused. Students not returning to school after their appointment will be considered absent for the time missed.

- Students must present a written note to the office before school begins on the day of the excusal, signed by their parent/guardian. Calls may be made to the parent/guardian for verification. If for a doctor, dentist, or guidance dept. appointment, verification slip from the office they visit is due the next school day or upon returning to school and must be submitted to the office.
- If an excuse from a doctor's office is altered in any way, the excuse will not be accepted and marked unexcused.
- Any student feeling ill must see the nurse before they can be dismissed. If a student call or texts home to leave, the absence will be unexcused.

**I. Medical excuses for exemption from activity/Phys. Ed. class** - Students receiving medical exemption from physical education must submit their doctor slip to the office. During the time the student is not permitted to participate in Phys. Ed., he/she will be given an alternative, written Phys. Ed. program in a classroom. If a student is not permitted to participate in Phys. Ed. class for medical reasons, then he/she may not participate in any extracurricular physical activity sponsored by BV for the duration of the exemption. (i.e., sports, weightlifting, etc.).

### **Family Educational Trips**

According to Section 11.26 of Chapter 22 of the PA School Code, the only time a student may be excused for a trip is if it is deemed educational by the superintendent. Please visit the school website or call the main office for paperwork to have a trip evaluated and a student excused.

### **Early Pickup**

Students picked up at school prior to 2:00 and not returning will be considered absent a half of a day. Continuous pick-ups of students after 2:00 could result in disciplinary action and excessive end of day early pick-ups could affect perfect attendance status. All arrangements/special considerations should be made through the building principal.

### **Student Illness at School**

Students who become ill during the day are to inform their teacher. The principal or school nurse (when available) will first, decide if the student should be sent home, and then, call the home or emergency telephone number. No student shall be permitted to leave school grounds unless accompanied by a parent or designated responsible adult. **If there is any change of telephone number, address or emergency person, please notify the main office immediately at 749-9211 Ext. 401.**

### **Excusal for Medical or Dental Appointment**

Students who need to leave for medical or dental appointments are required to bring a note from their parent/legal guardian to the teacher the day of the appointment. Students, who have an early morning appointment before the school day starts, or an out of town appointment, should bring their excuses to the teacher the day before the appointment. A doctor's excuse must be returned to the office upon return to school.

### **Curricular/Extra Curricular Activities**

If a student is absent all day from school, he/she may not participate in school sponsored activities, practices, competitions, etc. for that day/night. If a student has 15 or more days absent, he/she may be held from participation in school sponsored events/activities.

## **DISCIPLINE POLICY**

Our discipline policy and procedures are intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.

### **Definitions:**

**Detention:** A student may be assigned time after school or on Saturdays to be served as punishment for unacceptable behavior. Student reports to an assigned room, monitored by a staff member, and must be quiet and work. More than one detention may be assigned. If a student is not quiet or is not working during detention, they will be assigned another, or depending on behavior, may be suspended. If a student is late for detention without a good excuse, they will receive an additional detention to be served the next school day. Skipped detention punishments will be assigned by the principal. The only acceptable excuse for reassigning any detention is a parent note or doctor's slip. The office should be informed prior to missing a detention.

**In-school suspension (ISS):** Student is assigned to the conference room, principal's office, or guidance office, and remains in the assigned room for the course of the school day. They are monitored by a staff member, must follow in school suspension rules, and receive daily assignments from their teachers. If a student does not abide by rules, they will be assigned additional ISS or may receive out of school suspension. Students assigned more than three in school suspensions for the same behavior may be assigned out of school suspension.

**Out-of-school suspension (OSS):** Student may be sent home from school or not be permitted to come to school for behavior that is dangerous, threatening, or disruptive to the educational environment, or resulting from multiple in-school suspensions. Students are responsible for making arrangements to obtain school-work missed during the period of suspension. All assigned work not turned in the day upon returning to school will result in a zero grade for that assignment. Parents will be notified of assigned out of school suspension by phone call or letter. Students may not be on or near school property on the day(s) of the suspension and may not attend any school-related activities that day(s). If the period of out of school suspension spans a weekend or any day(s) off, the student may not attend any school related function that occurs that weekend or day(s) off.

**Alternative Education:** Alternative education placement will be determined after a meeting with parents, Guidance Counselor, and BVEC SAP Team. Depending on the severity of the action (ex. drug and alcohol), alternative education may be immediately recommended.

**Citations to magistrate/police:** At times, citations to the district magistrate are filed or police are involved. Typically, these incidents involve confrontations, fights, assault, threat, safety, tobacco, drugs/alcohol, vandalism, theft. Citations can also be filed for any behavior that is continuous and for which other forms of school related punishment are not effective in stopping.

## **LEVEL I - CLASSROOM MANAGEMENT**

Handled by classroom teacher depending on offense and circumstances through verbal reprimand, special assignment, withdrawal of privilege, or referral to office. Repeated misbehavior or an increase in severity of behavior is cause to be referred to principal for reprimand. **Examples of Level I behaviors:** Classroom disturbance, school disturbance, failure to carry out assignments, cruelty to others, cheating, lying, tardiness to class, disrespect, and sleeping in class.

## **LEVEL II - MISBEHAVIOR, CHRONIC/LEARNING CLIMATE AFFECTED**

Handled by principal and teacher cooperatively through altered education or behavior plan, detention, suspension, removal of privileges, special assignment, at-risk referral, SAP referral. **Examples of Level II behaviors:** Continuation of Level I behaviors, defiance, disrespect, abusive language, swearing, threats to others, forged notes or excuses.

## **LEVEL III – ACTS AGAINST PERSONS OR PROPERTY**

Investigated and handled by principal and will be punished by suspension, notice to proper authorities, citations issued, referral to outside agencies, altered education plan, special assignment. **Examples of Level III behaviors:** Continuation of Levels I & II behaviors, fighting, vandalism, stealing, use/possession of tobacco or other unauthorized substances, threat of harm to persons or property.

## **LEVEL IV – DIRECT THREAT TO SAFETY OF OTHERS AND SCHOOL**

Verified and handled by principal and may involve immediate removal of student from school environment, out of school suspension, law enforcement involvement, altered education plan, expulsion. **Examples of Level IV behaviors:** Continuation of Level I, II, & III behaviors, extortion, assault, bomb threat, possession/use of weapon, arson, setting off fire alarm, furnishing, selling, possession of unauthorized substances.

\*The reprimands listed above are referenced as guidelines. Not every infraction fits into a mold of action and consequence. Some discipline warrants specific consequences. After thorough investigation of any incident, the principal has the administrative authority to enact disciplinary consequences deemed appropriate for the given situation with relationship to the age of the child, frequency, and intensity of the action or infraction.



- **Assault:** A student who intentionally assaults another student will be given out of school suspension. Severe or subsequent actions will result in referral for further disciplinary action. A student who assaults an adult employed by district will be suspended and referred for immediate further disciplinary action.
- **Defiance/Failure to Complete Assignments or Carry out Directives:** Students will be assigned a detention, by the teacher, for defiance as it relates to completing an in class assignment or directive. Continued acts of defiance will result in detentions, in-school suspensions, and out-of- school suspensions.
- **Disorderly Conduct: According to PA Law (Title 18, Section.5503)** Disorderly conduct charges may be filed for the following reasons: engaging in fighting or threatening, or in violent tumultuous behavior; makes unreasonable noise; uses obscene language, or uses obscene gestures, or creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor (vandalism).
- **Drugs/Alcohol Use/Possession/Look-Alikes:** BVEC has a zero tolerance perspective on controlled substances. Consequences may include but are not limited to out of school suspension, referred to alternative ed. program, assessment completed by licensed drug/alcohol provider, notification to authorities, exemption from school related activities, referral to BVEC Student Assistance Program. Failure to comply will necessitate, with recommendation of school authorities, further suspension or recommendation for further disciplinary action. Distribution will result in notification to authorities and potential expulsion. Any student thought to be in possession of or use – parents will be notified and will be required to obtain laboratory testing by a medical facility at parent expense.
- **Extortion:** Any proven incident could result suspension. Subsequent offenses will be treated as a threat/confrontation with could result in suspensions and fines.
- **False reports:** False reports and accusation will not be tolerated. Any student who provides a false report about another student in regards to behavior, academics, guns, drugs, bullying, or other inappropriate accusations will be disciplined according to the severity of the false report. Parents will be notified and the authorities may be contacted. Discipline may include detention or suspensions.
- **Fighting:** Student(s) engaged in any verbal or physical confrontation may be given in or out of school suspension. Depending on incident, police may be notified and disorderly conduct charges will be filed.
- **Public Displays of Affection:** Public displays of affection will result in students given one warning, additional will result in one day ISS.

- **Teacher Disrespect:** Teacher or staff disrespect is a serious offense. Talking back to a teacher will result in a detention for the first offense, and second and subsequent offenses will result in suspension. *Swearing* at a staff member or teacher or inappropriate gestures toward a faculty or staff member will result in one to three days of in school suspension. Subsequent offenses will result in out of school suspensions, parental conferences, and possible referral for further disciplinary action. Actions or words that are considered *threatening* will result in immediate out of school suspension and consideration for further disciplinary action. Students should expect corrections by faculty/school personnel when conduct warrants such correction.
- **Theft:** Student(s) found guilty of theft may be suspended and not admitted to school until a parent conference is held and restitution made. Restitution must be made to the satisfaction of the administration.
- **Tobacco Use/Possession:** According to PA Law (Act 145 of 1996, Section 6306.1) use of tobacco products or possession of by students is prohibited in all school buildings, school owned or contracted vehicles and at all school functions and school related activities. First offense will result in three days out of school suspension and citation to the district magistrate as a summary offense as well as referral to Student Assistance Program and abide by their recommendations. According to the Safe and Drug Free Schools Initiative, the law is also enforced in the school's Drug Free Zones. Subsequent offenses will result in additional suspension and magistrate referral. This rule will also apply to possession of matches and or lighters at the principal's discretion.
- **Vandalism:** Any student who vandalizes school property will pay for the repair of the damage or replacement. The incident may be reported to the police and charges filed. Students may be withheld from participation in events, trips, and functions until restitution is final.
- **Weapons:** The law on weapons now states that possessing a firearm on school property is a felony of the third degree, punishable by a fine of up to \$15,000 and/or a term of imprisonment of up to seven years. The possession of other weapons on school property remains a misdemeanor of the first degree, punishable by a fine of up to \$10,000 and/or imprisonment not to exceed five years. Students possessing any firearm/weapon on school property will be referred to the school board for immediate expulsion. Students possessing look-alikes on school property will be subject to suspension, police referral, SAP referral, parent conference, and alternative education program. If investigation of the incident reveals intent to cause response as if a real weapon, student will be referred for expulsion. Students who threaten to use weapons are subject to the same district response as for look-alike weapons.

### **Computer Net/Internet Usage**

Computer access is available to all students and teachers. Our goal is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. All Internet and network users are expected to abide by the general rules of computer and network etiquette. Access to school district computers is to be for educational purposes only. The building administrators reserve the right to terminate immediately the access/account of anyone who misuses the access/account. All memory flash drives and/or CD's brought from home must be scanned by a teacher or system administrator before use. The system administrators will deem what is inappropriate and their decision is final. A copy of the BVSD Internet Use Agreement, that clearly lists basic terms and rules, is available online at the BVSD website. Consequences of violations of computer use rules:

1. First Offense – in unlawful restricted sites, or any unauthorized function, student will lose district computer privileges for one (1) month or remainder of 9 weeks and may fail that 9 week marking period with 0% (F).
2. Second Offense – in unlawful restricted sites, or any unauthorized function, student will lose district computer privileges for remainder of school year and may receive 0% (F) for the course.
3. Third offense – unlawful restricted sites, or for vandalism of hardware, software, other student's work, conducting illegal activities on network, etc., will result in permanent loss of BV computer privileges, suspension and fines imposed.
4. Technology rules and consequences for computer use are reviewed by the media/technology teacher and may include detentions or suspensions for sharing passwords, altering settings, installing personal software etc.

### **Bullying/Cyberbullying**

BVSD is committed to providing a safe, positive learning environment for district students. We recognize 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, BVSD prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantial interference with a student's education, Creation of threatening environment, Substantial disruption of the orderly operation of the school. Bullying includes cyber bullying. School setting means in the school, on school grounds, in school

vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. BVSD encourages students who have been bullied to promptly report such incidents to the building principal, guidance counselor, and/or teacher. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. BVSD may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying. A student who violates this policy shall be subject to appropriate disciplinary action, which may include: Counseling within the school, Parental conference, Loss of school privileges, Transfer to another school building, classroom or school bus, Exclusion from school-sponsored activities, Detention, Suspension, Expulsion, Counseling/Therapy outside of school, Referral to law enforcement officials.

### **Cell Phone Violations**

Cell phone use during the school day is prohibited. Taking pictures or videos in school is prohibited. Posting pictures or videos of any students in the school setting is also prohibited. Students will be disciplined according to the severity and intent of the violation. Discipline may include; but is not limited to, parent conference detention, suspension, expulsion, referral to local law enforcement.

### **Field Trips and Activities**

Attendance to a school sponsored field trip is a student's privilege. Students experiencing academic, behavioral, or attendance difficulties may be excluded from a trip or activity. Students will have their status of attendance reviewed and the principal may make exceptions on a case by case basis. District personnel will make every attempt to include every eligible student.

### **Harassment**

BVSD prohibits any form of religious, racial, or sexual harassment and violence. Any student or staff member involved in such incidents should inform an administrator or guidance counselor in writing. An investigation of the complaint will begin and punishment will be assigned. Any pupil or staff member who retaliates against a person who reports harassment or violence will be suspended.

## **ACADEMIC INTEGRITY**

This BV Faculty and Administration place a high standard on the integrity of our school community. Disregard for cheating, copying, plagiarism, etc. on school work will not be tolerated and the student body is expected to encourage fellow classmates to follow this same standard. **Cheating and Plagiarism:** Cheating shall be defined as giving or receiving information on a test or submitting duplicate work for outside assignments. Using technology (e.g. computer, internet, cell phone, PDA, or calculator) to cheat or copy the work of another is prohibited. **Cheating** by a student may result in a zero “0” for the assignment or test. Multiple offenses may result in a referral to the office for disciplinary action and/or a zero for the course. **Plagiarism** consists of using another person’s ideas or writing as one’s own. Plagiarism is a form of cheating and the penalty shall be a ZERO on the assignment. Students caught plagiarizing may be referred to the principal for disciplinary action.

Specific Examples of Cheating/Plagiarism but Not Limited to:

- Getting or giving your assignment to another person
- Using assignments submitted in previous semesters
- Soliciting to have someone do your assignments in whole\part for you
- Having someone do your assignments in whole\part for you
- Doing someone else’s assignments for them
- Copying someone else’s work—that includes getting materials from the Web and other sources
- Submitting work that is not completely created by you
- Looking at someone else’s test during an exam or asking someone during an exam for help
- Possessing an unauthorized copy of an exam
- Using technology to get answers during an exam
- Telling someone, in detail, what answers to enter on their assignments

Any student cheating on work in a single course may be subject to the following consequences:

- **1<sup>st</sup> time:** zero score on work assignment or test, -conference with guidance counselor; parent notified by teacher; principal notified, zero score, ISS; parent conference
- **2<sup>nd</sup> time:** zero score for 9 weeks in particular subject; parent conference and discipline referral, ISS, parent conference
- **3<sup>rd</sup> time:** Failures of course, zero credit for course, parent notification and discipline referral ISS or OSS, parent conference

## **BVEC GRADING GUIDELINES**

**Grades should represent student performance in direct correlation to the PA Standards Aligned Systems and PA Core Standards in each subject area at the student's grade level.**

There are a **minimum number of grades** required for reporting on the Visions system to accurately reflect student achievement during a grading period (9 weeks) for Core Content Subjects and grade levels. Minimum number of grades/score entries for a nine-week period is **12 per subject area**. *\*\*Encore/Special teacher score submissions will vary due to rotation of the 6-day cycle throughout a grading period. However, encore teachers will be required to enter a mid-quarter and end of quarter grade during each 9-week period.*

**To access your child's Vision account, please contact extension 207 (Technology Department)**

### **Grade Reporting**

- **Daily Items** - Teachers shall enter a minimum of 1 grade/score per week for:

**Daily Monitoring Tools** can include, but are not limited to the following:

Weekly Tests (spelling, vocab., etc.)	Notebooks
Quizzes	Journals/Collins Writing
Participation	Homework
Classwork	Guided Practice

- ❖ *Total minimum of 9 Daily Monitoring Grades per nine-week grading period.*

- **Monitoring** - Teachers shall enter a minimum of 3 per marking period:

- 1 grade/score during the first three-weeks of each grading period
- 1 grade/score during the second three-weeks of each grading period
- 1 grade/score during the third three-weeks of each grading period

**Monitoring Tools** include, but are not limited to the following:

Speeches	Major (multiple day) Science labs
Unit Test	Presentations
Chapter Test	Research Papers
Independent Projects	Journals/Collins Writing
Group Projects	Essays

- ❖ *Minimum of three Monitoring grades per nine-week grading period.*

- **Comprehensive Assessments** - Tests, projects, and/or presentations designed to determine if curriculum objectives were mastered by the students during the nine week grading period. These items are often used by the BVEC teachers, but may not be used during each marking period.

- **Check Point Testing/Assessment** should be used to determine student mastery of targeted objectives taught during a specific instructional period. This would usually occur at the end of the unit. These grades should be recorded in the grade book.
- **Benchmark** testing should be used for diagnostic purposes only by the campus or district in order to determine student progress and needs. Most benchmarks cover multiple objectives and are comprehensive in nature. Benchmark grades most often are not recorded in the Visions system. (Example: CDT, AIMS Web, DRA). **Accelerated Reader (Grades 1-6) and Study Island (Grades 2-6)** are used for benchmark quarterly progress monitoring goals.

### **Homework Policy**

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the student's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated and should be preceded by instruction that adequately prepares the student to do the task independently and successfully.

Homework may be graded in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate.

- Homework is work assigned to be completed at home
- No new concepts should be included in homework assignments
- Homework can be an effective tool for developing responsibility, study habits and skills. It is an extension of the learning process and should be purposeful, related to classroom experiences, and age/grade appropriate. Communication should prepare the student to undertake the assignment independently and successfully. Directions and purpose should be clearly stated.
- Homework is not to be assigned on the weekends or before holidays with the exception of previously scheduled special reports and/or projects.

Homework may be assigned daily not to exceed:

PK/Kindergarten	20 minutes
1 <sup>st</sup> grade	20 minutes
2 <sup>nd</sup> grade	20 minutes
3 <sup>rd</sup> grade	30 minutes
4 <sup>th</sup> grade	40 minutes
5 <sup>th</sup> grade	40 minutes
6 <sup>th</sup> grade	40 minutes

## **Reading at home**

- PK/K – 2<sup>nd</sup> Grades: each student is expected to read or be read to for 10 – 15 minutes in addition to assigned homework. The total homework time should not exceed 30 minutes a night. If two or more teachers are working with a student, the homework should be coordinated to meet the twenty-minute time limit.
- 3<sup>rd</sup> – 6<sup>th</sup> Grades: each student is expected to read at least 20 minutes in addition to assigned homework. The total homework should not exceed one hour a night. If two or more teachers are working with a student, the homework should coordinate to meet the forty-minute time limit.

## **Make Up Work**

The following guidelines are established for “make-up” work that students missed because they were absent from class: (homework trip guidelines are separate)

- Daily work – students will be given one day for each day absent to make up work or assignments they missed, up to a maximum of ten days.
- Tests - students will be given three days upon their return to school from an absence to make-up any test they missed. If the student was present when the test was assigned they will be expected to make-up the test on the day they return.
- Other performance monitoring – other than tests for which the student knew about prior to the absence, are due upon return to school. (e. g., projects, presentations, speeches, research papers, etc.)

## **Absences Due to Curricular/Extracurricular Activities**

- Assignments due the day of the absence for an extracurricular activity must be submitted prior to leaving for the activity.
- Assignments that will be missed due to an absence for an extracurricular activity must be obtained before leaving for the activity.
- It is the students’ responsibility to communicate with their teachers concerning absences for activities and assignments that must be submitted or obtained prior to the activity.

## **Late Work** (does not include daily homework)

The following guidelines are established for “late” work that students in attendance failed to submit on the due date:

- One day late – a deduction of 10 % will be deducted from the grade the student actually earned on the assignment
- Three or more days late – (up to the end of the four-and-a-half-week progress period) – a deduction of 50 % will be deducted from the actual grade the student earned on the assignment.
- Once the mid-point and/or end of quarter progress report period has ended, all missing assignments will be a zero.



## **REPORT CARDS**

**Student Performance** will be reported to the parent/guardian at the end of each grading period. Students who are in danger of failing at the mid-point of a grading period will be notified by the school.

**Core Subjects:**    **ELA (Reading/Writing/Grammar)**  
                          **Mathematics**  
                          **Math Fact Fluency**  
                          **Social Studies**  
                          **Science**

**All Non-core Subjects:** Graded as **E, S, or N** including Library/Technology, Art, Physical Education, Music and work habits. Math Fact Fluency is also graded with **E, S, or N** after a percentage grade is determined.

### **Grading Scale**

#### ***Academics***

##### **Grades 1 through 6**

93 – 100	indicates outstanding achievement or “A” work
85 – 92	indicates good achievement or “B” work
77 – 84	indicates average achievement or “C” work
70 – 76	indicates poor achievement or “D” work
Below 70	indicates unsatisfactory achievement or “F” work

##### **Grades Pre K and K**

4	Student has Exceeded expectations
3	Student has Met expectations
2	Student shows Growth/Progress
1	Student needs Intensive support

#### ***Conduct***

- “E” indicates the student has an exceptional attitude, is cooperative, and promotes school rules and regulations
- “S” indicates the student has a fine attitude, is cooperative, and generally conforms to school rules and regulations with some reminders
- “N” indicates the student is uncooperative, and his/her attitude is poor. He/she disrupts class and shows little respect for school rules and regulations and requires intensive support to improve in this area

## **Honor Roll**

In order for a student to be eligible for A/B honor roll, a student must have score of 85 (B) or above or E/S in all the core and non-core subjects (ELA, Math, Science, Social Studies, Library/Media, Art, Music, Physical Education) **and** an E or S in all conduct areas. Students in grades 2-6 are eligible for Honor Roll.

- The actual grades earned by a student on assignments (including all grades used to determine a student's grade) are to be used in determining nine weeks and semester grades.
- While Blacklick Valley School District does not require the giving of a minimum grade, teachers have discretion over grading with the grading guidelines.
- Students may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

## **Grading Guidelines for Special Populations: Special Education, Section 504, ESL/ELL, and Bilingual/LEP**

Students may require different types of instruction and testing according to their learning situation. A student with special needs who is receiving instruction in a regular education class may follow the regular curriculum with accommodations, adaptations, and modifications in instructional strategies and/or assessment procedures.

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## **STUDENT SERVICES AND PROGRAMS INFORMATION**

### **MTSS**

At BVEC, we follow a Multi-Tiered System of Supports (**MTSS**). This is a systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students. If a student is struggling academically and/or behaviorally, the MTSS team will then meet to discuss interventions and make data driven choices to improve student success. Parents and Guardians are also a part of this team and will be invited to meet on a regular basis to review student progress and needs.

### **SPECIAL EDUCATION**

Blacklick Valley School District provides a free and appropriate public education to students with disabilities according to state and federal law. To qualify as a student with a disability, the child must be of school age, must be in need of specially designed instruction, and must meet the eligibility criteria for one or more of the following

physical or mental disabilities as set forth in the PA state standards: Autism, Deaf-blindness, Deaf/Hard of Hearing, Emotional disturbance, Mental retardation, Multiple disabilities, Orthopedic impairment, Other health impairment, Specific learning disability, Speech or language impairment, Traumatic brain injury, Visual impairment, including blindness. The district engages in identification procedures to ensure all students receive an appropriate educational program, consisting of special education & related services, which are individualized to meet educational needs of the student, and reasonably calculated to yield meaningful benefit and student progress, at no cost to the parent and in compliance with state and federal standards. For further information concerning special education procedures and programs, please contact the special education office - 749-9211 ext. 236.

### **GIFTED SERVICES**

BVSD has a system to locate and identify students who are thought to be gifted and in need of specially designed instruction. Mentally gifted is defined as “outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.” Some factors that may be considered for eligibility in the gifted program include: achievement test scores; observed or measured acquisition/retention rates that reflect gifted ability (i.e., how quickly your child learns new concepts of information, and how long he or she remembers it); achievement, performance or expertise in one or more academic areas that demonstrates a high level of accomplishment; higher thinking skills; and documented evidence that intervening factors are masking gifted ability. Please call 749-9211 ext. 236 for information concerning gifted education.

### **HOMEBOUND STUDY**

In all cases of extended illness (more than 10 consecutive days of illness), homebound instruction may be requested through the Office of the Superintendent. Parents/guardians must obtain a form for homebound instruction from the office of the Superintendent before going to the physician concerning the ill child. **HOMEBOUND REQUESTS MUST BE RENEWED EVERY (3) MONTHS BY THE PHYSICIAN.** Please allow the administration some time to make homebound arrangements, especially in regard to obtaining teachers and materials for the child. If a student is not available for scheduled instruction time, absent days can accumulate. Special needs students needing homebound study must contact the Special Education Department for this service. The school district reserves the right to have the school physician examine the student.

## **ENGLISH LEARNERS/ENGLISH AS A SECOND LANGUAGE (ESL)**

In compliance with all applicable federal and state laws (please see list below), the Blacklick Valley School District has designed an ESL (English as a second language) program for English Learners (ELs) that is intended to meet not only educational and linguistic goals, but also provide social and cultural support as well. Educationally, the district's ESL program is dedicated to meeting the individual needs and ELP (English language proficiency) level of each EL; recognizing the challenges facing each EL and their family; and providing all professional and support staff with the social, cultural, and educational tools to meet those needs and challenges.

Specifically, the Educating English Learners Program meets state and national standards of compliance (Castaneda v. Pickard, 1981):

1. The program is based on sound research-based education theory. For teaching, we utilize the techniques of Dr. Stephen Krashen and other long-established experts in the field of language acquisition. For EL assessment, we use WIDA Screeners and WIDA ACCESS tests. For ELs who are also Special Needs, we combine the knowledge of teaching ELs and Special Needs students for the most appropriate education possible.
2. The program provides appropriate resources and is staffed by trained/certified personnel. All ESL instructors are experienced teachers who also have a Pennsylvania certification as an ESL Program Specialist and certification as WIDA test administrators. Content teachers and support staff receive regular and continual education in teaching ELs, including the application of appropriate accommodations, translations using the Transact site for educational documents, a line item budget dedicated to ELs, sensitivity to cultural, ethnic, and religious differences among the EL population and their families, and much more. ESL families are connected to all school activities and events.
3. The ESL program undergoes regular evaluation to implement current "best practices" in daily instruction and program administration. Planned meetings between administration, teaching staff, and Appalachia Intermediate Unit 8 consultants, including updates on Title I, ESSA (Every Student Succeeds Act), and webinars/trainings provided by WIDA, Transact, PATTAN and PDE, ensure that each EL is a student that is receiving the best education possible. Whenever necessary, changes to instruction are implemented. For example, for ELs who are reclassified out of ESL, should regular Monitoring indicate a need for a return to ESL instruction, the EL student is provided with expert educational assistance.

The Home Language Survey, a document completed by the family for every student enrolled in public schools, informs the district of the need for EL assessment using the WIDA Screener, when a language other than English is indicated. The administration of the WIDA language proficiency assessment indicates the need for ESL instruction; those students scoring less than a

composite 5.0 are assigned daily instruction, with time of instruction applicable to the ELP level from 1-6. Building principals implement and supervise EL instruction within their schools to ensure that the program complies with state and federal laws.

Following is a summary of the Blacklick Valley Educating English Learners Program:

1. PHLOTE (Primary Home Language Other Than English) students are registered and start school immediately according to applicable federal and state law governing the registration of all students in Pennsylvania; specific attention to ensuring the rights of EL students and families are observed. Documents in the preferred language of the family are utilized throughout registration as available on Transact, and interpreters/translators are available whenever needed.
2. The instructional needs of ELs, in the four domains of listening, speaking, reading and writing, will be determined by the administration of the WIDA Screener, the assessment designated by the Pennsylvania Department of Education.
3. Appropriately certified PA ESL Program Specialists provide instruction to ELs. All instruction is in English with appropriate accommodations for the EL's ELP level.
4. Instructional resources are comparable to those provided to other classes in the language arts content area, including the use of WIDA Can-Dos and Pennsylvania's English Language Standards for ELs.
5. The Educating English Learner Program is monitored and evaluated for effectiveness in meeting the academic, social, and cultural needs of the ELs in the school community.
6. ELs, with appropriate accommodations and adaptations, are required to meet established academic standards and graduation requirements as adopted by the Board of Directors. ELs may remain in school throughout the year of their 21<sup>st</sup> birthday, as provided by state law.
7. ELs are guaranteed access to, and encouraged to participate in, all academic and extracurricular activities offered by the school district the same as any other student.
8. Communication with parents/guardian is provided in a comprehensible language or format for school documents designated by PDE in the Educating English Learners (ELs) Basic Education Circular.

## **COUNSELING/GUIDANCE SERVICES**

The school counselor aids students in making adjustments to school and is in charge of program and schedule changes. They will advise on the progress of academic work and help with personal problems. Student dialogue will be kept confidential unless the information shared, in their professional certified opinion, indicates abuse, danger to the student, or danger to others. In these cases, the parents and a responsible school or agency staff member will be contacted.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

In Pennsylvania, every middle and high school and some elementary schools have a Student Assistance Program (SAP). A Student Assistance Program is designed to help school personnel to identify issues which pose a barrier to student's learning and school success. At times, those issues may be related to mental health and behavioral concerns, depression, suicide, or alcohol and other drug use. The SAP team is made up of school and community agency staff and is here to help you access school and community services. BVEC's SAP team will help you find services and assistance within the school and if needed, in the community. A student assistance program is designed to intervene and refer those students to appropriate school or community services. We do not diagnose, treat, or refer your child for treatment. Rather, we will provide you with information for **you** to make the choices. **You are part of our team.** Our goal is to help your child succeed in school. If you feel that your child may need help, call Maribeth Dorsch, School Counselor, for help. 749-9211 x 437. **\*\*\*All Information is confidential\*\*\***

## **CYBERSCHOOL**

Decisions to attend online cyber school must be made at the beginning of each semester. Once a student begins that semester of courses he/she must finish that semester online. Students must pass the final test to receive the credits for that online course. After completion of a full semester of Cyber School, a student may decide to return to BVEC.

## **HOMELESS AND FOSTERCARE STUDENTS**

### **What is considered Homeless:**

- Federal guidelines states that Homeless children may be found in these places or situations:
- With a parent in a domestic violence shelter;
- Public or private shelters.
- Transitional housing programs;
- Public or private places not designated for, or ordinarily used as regular sleeping accommodations such as; vehicles, parks, hotels/motels, campgrounds, etc.;
- Individuals and/or families staying with relatives or friends due to lack of housing;
- Living in transitional housing programs.
- Runaways, (under 18 years of age), and children or youth who have been abandoned or forced out of their homes by parents or other caretakers. These children may be in temporary shelters awaiting assistance from social service agencies, live alone on the street, or may be moving from place to place among family members, friends or acquaintances;
- This also includes such youth from 18 through 21 years of age who may still be eligible for educational services in regular or special education.
- Children of migrant families who lack adequate housing

- Children abandoned in hospitals or awaiting foster care.
- School-age, unwed mothers or expectant mothers living in housed for unwed mothers when they have no other available living accommodations.

**What is considered foster care youth (in regards to the new ESSA provisions):**

- The requirements for ensuing educational stability for children in foster care apply to all children in foster care enrolled in schools in the State Education Agency (SEA/LEAs).
- Consistent with the Fostering Connections Act, “foster care” means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre adoptive homes.
- A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

**Rights of Homeless/Foster care Children & Youth Include:**

- Continuing their education in their current school, and provide transportation to that school, (if feasible);
- Immediate enrollment in the school district where they are temporarily housed;
- Assistance with obtaining school records
- Participation in all applicable school programs, including supplementary instructional programs, field trips, and other enrichment activities as well as after-school recreational programs, etc.;
- Assistance with school-related expenses, such as: supplies, clothing, uniforms, meals, etc.

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program), assures execution of the federal legislation, *McKinney-Vento Homeless Assistance Act* of 1988; also incorporated into the 2001 *No Child Left Behind Act*. Implementation of this program ensures that homeless children and youth have equal access to the same, free, appropriate, public education; including preschool education, as provided to other children and youth.

Some of the main objectives of the PA ECYEH Program are to inform local school districts of their responsibilities to homeless children and youth, to increase awareness about the needs of homeless children, reveal and overcome possible educational barriers, explain current legislation and policies, and provide practical tips for working with homeless children.

Each school district in the United States has a designated Homeless Liaison. This person is responsible for assuring that each homeless child or youth receives all the services guaranteed by federal law.

Blacklick Valley School District— Homeless Liason  
Maribeth Dorsch, Elementary Counselor  
Phone: 814-749-9211 x 437

In addition, Pennsylvania is served by eight regional PA ECYEH Programs that cover all counties and school districts in the state.

Andrea Sheesley  
Regional Coordinator  
Phone: 724-463-5300 x1235  
E-Mail: [asheesley@iu28.org](mailto:asheesley@iu28.org)

### **PBIS – Positive Behavior Interventions and Support Program**

Positive Behavior Interventions and Supports is an evidence-based, cost-effective, systems approach for establishing the social culture needed for schools to be effective learning environments for all students. It is a proactive approach that includes teaching expected behaviors and social skills, creating student behavioral health and academic support systems, and applying data-based decision-making to discipline, academics, and social/emotional learning. Each school district can apply the elements of PBIS in a way that meets the unique needs of students in the district.

Characteristics of PBIS include:

- Planned interventions that are positive and proactive rather than punitive and reactive.
- Conditions and environments that contribute to inappropriate behavior are carefully managed or eliminated.
- Multiple opportunities for positive, corrective feedback are created while negative critical feedback is limited or eliminated.
- Pro-social behaviors are taught directly, practiced frequently, and routinized so that students develop positive behavioral habits.

BVEC will be implementing the V.I.K.E.S program to work to support positive behaviors, good decisions making skills and monitor both behavioral, emotional and academic successes and needs among all students. V.I.K.E.S. stands for:

**V**aluable  
**V**ikings  
**worK** hard and  
**makE** good choices while being  
**reS**pectful.



## **HEALTH SERVICES**

The school nurses' office is located beside the main office. He/She will be contacted in cases of emergencies. The office will not dispense cough drops, meds, or treat illness in the absence of the school nurse. Once a student is excused by the school nurse or office to go home, he/she can only return the same day with a doctor's excuse. Any changes to student health information should be submitted to the nurse immediately.

### **Medication Policy**

All medication (prescription and nonprescription) must be in protective containers which are properly labeled by the physician or pharmacy and turned in to the school nurse. Parental written request for medication to be administered must be sent to the school nurse. The school nurse only upon written request will administer all prescription medication from the physician. Included in the request must be the name of the student, name of the medication, dosage, and frequency of medication. Parental written request that medication be administered as prescribed in physician's statement must be sent to the school nurse.

## **STUDENT ACTIVITIES**

Student activities are offered to all students. All students are encouraged to participate in activities.

- **Attendance Requirements** for all school sponsored activities.
  - If a student is not in attendance at school the day of an activity/game, or the student is late for school, a doctor's excuse is needed to participate in the activity that day.
  - If a student is not in attendance at school on the day before a school- sponsored event on Saturday/Sunday, and cannot provide a doctor's excuse, he/she may not attend the weekend event.
  - If a student has 15 days absent, he/she may not participate in event(s) which causes them to be out on school time.
  - If a student is absent all day from school, he/she may not participate in practice and or competition for that day (night).
  - Students attending a school sponsored dance, must be in attendance the day of the dance or the day before the event, if held on Saturday or Sunday.
- **Discipline Requirements** – all school sponsored activities.
  - Students assigned out of school suspension may not attend any school-related activities on the day(s) of the suspension.
  - If the days assigned span over a weekend or any day(s) off, the student may not attend any school related function that occurs that weekend or day(s) off.
  - Out of school suspension students are not permitted on or near school property on the day(s) of the suspension.

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## **ADDITIONAL POLICIES and PROCEDURES**

### **TEXTBOOKS AND SUPPLIES**

Textbooks and other specified supplies issued to students during the school year are the property of Blacklick Valley School District. Students are fully responsible for the care of textbooks and other materials provided by the district. Families will be assigned fees for assigned textbooks or library books that are lost, stolen, or damaged beyond normal wear. Consideration will be given for the age and original condition of their materials. Failure to settle debts will result in student exclusion from field trips and graduations. In addition, the school will hold report cards and not send transcripts to other districts.

### **ELECTRONIC DEVICES**

It is the policy of the elementary center that all personal electronic devices remain at home. If brought to school, electronic devices are expected to remain out of sight, off during the school day, and used responsibly by the student. At no time are students permitted to take video or snapshots of other students during the school day. Any device confiscated may be turned in to the office. For multiple offences, parents may be required to come to school to pick up a device in the main office. Any lost, stolen, or broken devices are not the responsibility of the elementary center.

### **PERSONAL PROPERTY POLICY**

Each student is assigned a tote or area for their coats and backpacks. Students are to keep these areas clean and in good order. Use/Access between classes is permitted but is not an excuse to be late to class. Student personal items are subject to inspection at any time – parents will be notified in advance. **Do not bring valuables to school. Students are encouraged not to bring money or electronic devices to school.** BVSD is not responsible for any personal item that is lost, stolen, or broken. Articles lost, stolen, or broken are not covered by school insurance. Anyone caught taking or vandalizing another person's belongings will face disciplinary/legal action.

### **PARENT-FACULTY CONFERENCES**

Any parent requesting a conference with a member of the faculty during or outside of the three predesignated parent/teacher conference days will make an appointment by calling or emailing the teacher. No appointment will be made during the time a teacher has class.

## **ELEVATOR USE**

Any student who is permanently or temporarily disabled may utilize the elevator. If use of the elevator is required, parents must notify the office and provide medical documentation.

## **SECURITY**

No one is permitted to open a locked door for the purpose of letting someone enter the school. During the school day entrances will only be permitted by office personnel at designated areas.

## **SURVEILLANCE CAMERAS**

BVEC has surveillance cameras located inside and outside of the building to support our efforts to maintain a safe and secure school environment. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district policy, the school code and related laws. Students observed by video surveillance in acts which violates school district policy, procedures or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating these policies, procedures or disciplinary guidelines. Surveillance footage is for administration use only.

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## **TITLE I**

### **Annual Notice of Programs and Parent and Family Engagement**

#### **Title I Literacy**

The Blacklick Valley Elementary Center provides school wide reading support to those students who show a need, based upon the results of the AIMS Web and DRA assessments. A certified reading specialist will work with small student groups during the week in order to develop these reading readiness skills. Currently, the elementary center utilizes staff and programs for Title I Reading support in grades K-6. This program is supported by federal funding available through Title I of the Elementary Consolidated and Improvement Act of 1981.

#### **Every Student Succeeds Act of 2015**

Every Student Succeeds Act (ESSA) of 2015 requires that parents/guardians are notified of the following on an annual basis.

1. Parents/guardians have the right to inspect all instructional materials and state assessments. Arrangements should be made in advance with the building principal.
2. Parents have the right to opt out of non-emergency, invasive physical examinations and screenings.
3. The School Board reserves the right to approve surveys prior to their administration to students. All surveys and instruments used to collect information from students shall relate to the district's educational objectives. Parents shall have the right to inspect, upon

request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal. Parents have the right to have their child opt out of a survey, with submission of a letter to the building principal.

4. The Blacklick Valley School District does have a Limited English Proficiency Program in place (K-12). Student's placement, program, policy, and parent involvement are detailed in Board Policy and is available through the district central office.
5. The Blacklick Valley School District has a Migrant Education Program in place for students in Kindergarten through grade 12. Student's placement, program, policy, and parent involvement are detailed in Board Policy and are available through the district central office.
6. The Blacklick Valley School District has a Homeless Education Program in place for students in Kindergarten through grade 12. Student's placement, program, policy, and parent involvement are detailed in Board Policy and are available through the district central office.
7. The Blacklick Valley School District has a Home Language Survey in place for students in Kindergarten through grade 12. Student's placement, program, policy, and parent involvement are detailed in Board Policy and are available through the district central office.
8. The Blacklick Valley School District has a Persistently Dangerous School Program in place for students in Kindergarten through grade 12. Student's placement, program, policy, and parent involvement are detailed in Board Policy and are available through the district central office.
9. The Blacklick Valley School District has a Federal Programs Complaint Process in place for students in Kindergarten through grade 12. Student's placement, program, policy, and parent involvement are detailed in Board Policy and are available through the district central office.
10. The Blacklick Valley School District has a Parental Involvement Policy that contains all components required by Title I. This document is in accordance with Board Policy and is revised annually.
11. The Blacklick Valley School District has a School Wide Title I program in place.
12. As per Board Policy, the School Board has a procedure for parents to request teacher and paraprofessional qualifications. This policy is available through the district central office.

## **Parent and Family Engagement Policy**

At the beginning of each school year, the Blacklick Valley Elementary Center hosts an Open House/Meet the Teacher event for 2 hours in the evening. Parents are invited to come to the school, meet their child's teacher, and learn more about our school programs. Information is shared regarding district programs and curriculum initiatives. Parents can learn about the kinds of assessments teachers use to measure student progress and identify strategies that they can use at home to help their child achieve proficiency in all academic disciplines. Additionally, they can put a face with a name and get to know the teachers on a personal level.

The Blacklick Valley School District believes that strong schools are schools where parents and teachers communicate and Meet the Teacher Night provides both parents and teachers with an opportunity to build positive working relationships. In addition, parents are encouraged to check their child's homework folder and/or planner daily.

Teachers schedule conferences with parents frequently throughout the school year and every effort should be made to attend these meetings. However, parents may request a conference with a teacher whenever necessary to discuss their child's progress. The Parent Teacher Organization (PTO) is active in our school and parents are encouraged to obtain membership and provide support within our school whenever the need arises. Parents can also receive information on the Title I website and on our school web page.

The following points help to highlight our policies as they relate to Parent and Family Engagement.

1. An annual meeting to explain and provide input to the parent and family engagement policy, schoolwide plan, curriculum, assessments, and proficiency levels through our federally funded programs to parents/guardians. This meeting will be held at the beginning of the school year.
2. At the beginning of school, the parents/guardians of all children will receive written notification about the Title I Reading Program.
3. Parents have the right to request information regarding the professional qualifications of both the teachers and the paraprofessionals who teach and work with their children.
4. Curriculum is available for parents to review and discuss with the appropriate staff.
5. Parents/Guardians and/or teachers will schedule a conference or make contact by phone any time they have a need to discuss their child's progress, growth or any concern regarding the Title I program.
6. Teachers will provide materials and suggestions to parents/guardians to assist them with helping their child at home. BVEC will hold parent/teacher conferences three times throughout the school year at various times during the day.
7. The district's quarterly reporting system should be used as an additional way to monitor student progress.
8. Packets providing reinforcement activities for the summer will be sent home with each child, as needed. These will include a letter explaining the packet and activities.
9. At the end of the school year, parents/guardians will be asked to complete a survey. This form will give parents/guardians the opportunity to tell what areas were the most effective and which area might need adjusted in our Title I programs. This survey will be used as the basis for adding or deleting elements for the next year's Title I program.
10. When the Pennsylvania Advisory Council provides materials or newsletters, these materials will be distributed to families in a timely manner.
11. Title I parents will be made aware of parent activities, such as PTO and other parent meetings and activities, through the school monthly calendar that is sent home with the students.

## **Title I: School-Parental Compact**

This school-parental compact has been jointly developed and agreed upon by the Blacklick Valley School District and the Parent Advisory Committee (parents/guardians of students participating in activities, services and programs funded by Title I). This compact outlines how parents/guardians, school staff, and students will share the responsibility for improved student achievement by meeting Pennsylvania's Core standards.

### **School District Responsibilities- Blacklick Valley School District will:**

#### **1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to Pennsylvania's Core standards:**

All students will participate in the curriculum which is driven by the Grade Level Content. Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.

#### **2. Provide availability and various opportunities for parent-teacher communication.**

The school will hold parent-teacher conferences three times a year (fall, winter, and spring) of each school year. Teachers will provide a phone number and email for parents. Teachers will also make positive phone calls home throughout the school year.

#### **3. Provide parents with frequent reports on their children's progress.**

Student progress will be reported to parents every nine weeks with report cards.

#### **4. Provide parents reasonable access to staff.**

Staff will be available to parents during parent/teacher conferences, during the time provided before and after school, by phone and email as needed.

#### **5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

Opportunities may arise where parents may participate in their student's classroom by: chaperoning field trips and classroom parties/activities. Parents are also encouraged to volunteer in a variety of school activities and committees. Parents interested in volunteering at the school district must obtain and submit a set of required clearances.

\*The following clearances are required to volunteer in the Blacklick Valley School District: State Police (Criminal Background check) - [www.epatch.state.pa.us](http://www.epatch.state.pa.us), Child Abuse Clearance - [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis), and Volunteer Affidavit - located in the Elementary Office. Once clearances are received, parents must submit originals to the Office of the Superintendent to be copied, filed, and considered for volunteer status.

**Parent Responsibilities-**

**We, as parents, will support our children's learning by:**

1. Monitoring my student's attendance.
2. Making sure that homework is completed.
3. Volunteering in my child's classroom.
4. Participating, as appropriate, in decisions relating to my children's education.
5. Promoting positive use of my child's extracurricular time.
6. Monitoring television watching.
7. Staying informed about my child's education and communicating with the school/teacher by promptly reading all notices from the school or the school district and responding, as appropriate.
8. Serving, to the extent possible, on the Parent/Teacher Organization and/or the Title I Parent Advisory Committee.

**Student Responsibilities-**

**We, as students, will share the responsibility to improve our academic achievement and achieve Pennsylvania's Core standards. Specifically, we will:**

1. Do my homework every day and ask for help when needed.
2. Read at least 30 minutes every day outside of school time.
3. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

**School-Wide Title I Parent Advisory Committee**

The Blacklick Valley Elementary Center Parent Advisory Committee is a team of teacher's along with parents and guardians of students within the school district. The committee will meet once or twice a year to review the Title I program and to provide input into future programming. All are welcome to join. If you are interested in being part of the district's Parent Advisory Committee for the 2019-2020 school year, please contact the Title I teacher at (814) 749-9211 ext. 420.

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The rules, procedures, and guidelines as outlined in this planner are designed as a reference for both students and families. Please use these to assist in making your child's educational experience a positive one. In addition, the items outlined in the subsequent pages are not all encompassing or all inclusive as per operational procedures and policy. As in any organization, situations may arise that are not addressed in this planner. Moreover, these items are subject to change by the administration and/or school board at any time throughout the school year. If you should have questions or concerns, please contact the building principal at (814)749-9211 x 402.

*We wish you and your family a wonderful school year!*



# **Student/Parent Handbook Verification Form**

I have read the 2019-2020 Blacklick Valley Elementary Center Student Handbook. Please return this form to your child's homeroom teacher the first week of school.

Parent Name \_\_\_\_\_

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Date \_\_\_\_\_