

# Oley Valley High School

17 Jefferson Street, Oley, Pennsylvania 19547

**2011 – 2012**

## **STUDENT AGENDA BOOK**

*This Student Agenda Belongs To:*

NAME: \_\_\_\_\_

**This AGENDA BOOK must be carried at all times  
during the school day.**

### **Vision Statement**

*“Enter to Learn...Leave to Serve”*

### **Mission Statement**

*The Oley Valley School District commits to providing a learning environment that integrates its heritage and community while developing lifelong learners who are prepared for an ever-changing world.*

<b>School District Phone Number</b>	<b>(610) 987-4100</b>
<b>Superintendent</b>	<b>(610) 987-4134</b>
<b>Assistant Superintendent</b>	<b>(610) 987-4191</b>
<b>Director of Student Services</b>	<b>Extension 1187</b>
<b>Principal</b>	<b>Extension 6003</b>
<b>Assistant Principal</b>	<b>Extension 6008</b>
<b>Athletic Director</b>	<b>Extension 6007</b>
<b>Guidance Department</b>	<b>Extension 6013</b>
<b>Attendance</b>	<b>Extension 6065</b>
<b>Transportation</b>	<b>Extension 6063</b>

It is the policy of the Oley Valley School District not to discriminate on the basis of sex, age, handicap, religion, race, color, and national origin in its educational program, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools, Title IX Coordinator, Oley Valley School District, Oley, PA 19547 or the Director of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

**Oley Valley School Board**

<b>Mr. Robert A. Heckman</b>	<b>President</b>
<b>Mr. Ralph C. Richard</b>	<b>Vice-President</b>
<b>Dr. Robert Cappa</b>	<b>Member</b>
<b>Mrs. Joanne Ewing</b>	<b>Member</b>
<b>Mr. Stephen Burns</b>	<b>Member</b>
<b>Mrs. Sherry Shultz</b>	<b>Member</b>
<b>Mr. Christopher Hannum</b>	<b>Member</b>
<b>Mr. John Bieber</b>	<b>Member</b>
<b>Mr. Carl Kubitz, Jr.</b>	<b>Treasurer</b>

*A message from the high school administration:*

The purpose of this agenda book is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the School Board will prevail.

Students, parents, and guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the agenda book, which will become obsolete by the newly adopted policy. The agenda book is not a contract between the school and the parents and guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, parents and guardians.

Carefully read the entire agenda book to become familiar with the rule changes that have taken place for the 2011 – 2012 school year. You are responsible for knowing the contents of this agenda. No pages are to ever be removed from your agenda book. Handbooks are the property of Oley Valley High School and are not to be defaced in any way.

You must have your agenda book with you at all times while in the hallways. Teachers and hall monitors will conduct periodic checks to ensure the proper usage of these agenda books. Agenda books are never to be shared with other individuals. Each student will be issued one agenda book. If an agenda book is lost, damaged, or destroyed, there is a \$5.00 charge to replace the handbook.

Best wishes for an exciting and productive school year.

**Oley Valley School District  
High School Time Schedule  
2011 – 2012**

Students will not be permitted anywhere in the building until 7:25 AM unless they have an agenda book signed by a teacher or administrator.

7:25 Teacher Day Begins  
7:25 Students Enter the Building  
7:41 Two-Minute Warning Bell  
7:43 Period 1 Bell

<u>Regular Schedule</u>	<u>Extended ODD</u>	<u>Extended EVEN</u>
Period 1 7:43 – 8:30	7:43 – 9:20	
Period 2 8:34 – 9:17		7:43 – 9:20
Period 3 9:21 – 10:04	9:24 – 10:53	
Period 4 10:08 – 10:51		9:24 – 10:53
Period 5 10:55 – 11:38	10:57 – 1:00	
Period 6 11:42 – 12:25 or 12:16 – 12:59	(30 minute lunch)	10:57 – 1:00 (30 minute lunch)
Period 7 1:03 – 1:46	1:04 – 2:33	
Period 8 1:50 – 2:33		1:04 – 2:33

**Regular Schedule High School First Lunch Period 11:42 – 12:12**  
**Regular Schedule High School Second Lunch Period 12:29 – 12:59**  
**Extended Day High School First Lunch Period 10:57 – 11:27**  
**Extended Day High School Second Lunch Period 12:30 – 1:00**

On extended days students will have lunch before or after the block period. On odd days students will use their 5<sup>th</sup> period class and on even days the students 6<sup>th</sup> period class will determine when they have lunch.  
**(Students will be assigned a lunch period on the first day of school.)**

2:33 – Dismissal  
2:55 – Teacher Dismissal

**BCTC Students**

**8:30 AM Students Leave for BCTC East**  
**10:51 AM Students Return from BCTC East**  
**10:51 AM Students Leave for BCTC West**  
**11:38 AM Students Leave for BCTC East**

**Arrival and Departure**

The school day is from 7:43 AM to 2:33 PM. Student drivers should arrive no later than 7:35 AM and enter the building immediately through the main entrance. Students are to be in the building and prepared to start their day in period 1 promptly at 7:43 AM.

### **After School Activities**

Students involved in any after school extracurricular activity must be supervised by a school district employee. Upon completion of the after school activity, students are to report to the hallway in front of the gymnasium until their transportation arrives. No students are allowed on school district property without administrative approval.

### **Assemblies**

At all times student behavior should be attentive, awake, and courteous. An indication of the maturity level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole.

### **Attendance**

All persons residing in the Commonwealth between the ages of 6 and 21 years of age are entitled to a free and full education in the public schools. Parents and guardians of all children between the ages of 8 and 17 are required by law to ensure their children attend an approved educational institution, unless legally excused.

#### **Daily Attendance Procedures**

- On the day of an absence, the parent or guardian should call the school (610-987-4100 Ext.6065) between 7:30 AM and 8:30 AM to report the absence. Periodic student attendance checks will be made through telephone calls to the parents or guardians of students who are absent.
- **Upon the day of the student's return to school:**
  1. The student must report to the attendance office with a written note signed by the parent or guardian.
  2. If a written excuse is not turned in to the attendance office within **three (3) days** after the student returns to school, the absence will be declared unlawful/unexcused, and a fine may be imposed.
  3. Students are responsible to meet with their teachers regarding make-up work. A student will receive a grade of "E" for the work missed during an unlawful/unexcused absence.

#### **Legal and Excused Absences**

Any absence for illness/injury, which extends beyond three (3) consecutive school days, may require an excuse from a doctor.

#### **Unexcused or Unlawful Absences**

An unexcused or unlawful absence is one that does not appear in the following categories, even though the absence may be with the parents/guardians consent.

- Illness/Injury
- Family emergency
- Major religious holiday

- Exceptionally urgent reasons-school approved
- Pre-approved educational trips
- Authorized school activities

A letter will be sent to all parents/guardians whose children exhibit a pattern of frequent absenteeism from school. If after parental/guardian contact, the attendance does not improve, the school will take appropriate action as provided by the Department of Education Child Accounting Manual.

These guidelines provide the school with the right to require a doctor's excuse for subsequent absences. Students will be charged with a unexcused/unlawful absence without prior permission from the administration.

If a pattern of unlawful absences occurs, the following procedure will be used for a student under 17 years of age:

1. After three (3) unlawful absences, the parent or guardian will be served with a first notice. This notice indicates that the absolute maximum number of unlawful absences has been reached.
2. After the first notice has been served, any additional absences will result in a fine through the District Magistrate's office – **Beginning with the 4<sup>th</sup> unlawful absence.**
3. Parents may request a conference with the school administration at any time in reference to their child's absences.

**On November 17, 1995, The Governor signed into law Senate Bill 98. This act has increased penalties for parents or guardians of children who are truant, illegally absent, or habitually absent from school. The act allows penalties from \$2.00 to \$300.00 plus cost of court, if a student pleads or is found guilty. Additional penalties include sentencing of parents to complete a parenting education program, imprisonment up to five (5) days, and/or community service for up to six (6) months, within the district. If a child is convicted of a violation of this law, the penalties include fines and costs as listed above, and suspension of his/her driver's license. The suspension period will prohibit him /her from applying for a license until the suspension period expires.**

If a pattern of unexcused absences occurs, the following procedures will be followed for a student over 17 years of age:

1. After three (3) unexcused absences, the parent/guardian will be served with a certified letter stating that the absolute maximum number of unexcused absences has been reached.
2. After ten (10) consecutive unexcused absences, a student will be dropped from the school rolls. A letter will be delivered to notify

the parent/guardian of this pending action. The parent/guardian will have three (3) days to respond.

3. A student may be placed on an attendance contract if the pattern of absenteeism warrants such a measure. This contract will specify the consequences of further absences.

#### **Tardiness**

Students reporting to school after 7:43 AM must report directly to the attendance office. Students shall be given a blue pass to class and will be marked late by the attendance office. The school establishes whether tardiness is excused or unexcused based on the guidelines from the Pennsylvania Department of Education Child Accounting Manual. Tardiness to school is defined as a student's arrival at school after the starting time until 11:00 AM. After 11:00 AM it will be recorded as one-half day of absence. The following reasons are acceptable for an excused lateness:

- Doctor/dental appointment – upon return with a form signed by the doctor
- Emergency at home – parent/guardian must contact the school
- General power failure – parent/guardian must contact the school
- Late bus
- Severe weather conditions
- Merit of other reasons will be determined on an individual basis by the administration

Parents or guardians should notify the school of an impending lateness. These items will be verified. Excessive unexcused tardies shall result in disciplinary action and could require a doctor's note. Student drivers who are late eight (8) or more times per semester may lose their parking privileges in addition to other possible disciplinary action.

**CAR TROUBLE AND HEAVY TRAFFIC IS NOT AN EXCUSED TARDY.**

#### **Tardiness and Extracurricular Activities**

A student who arrives at school after **9:30 AM** will be ineligible that day for any after school extracurricular activity. Extracurricular activities include, but are not limited to athletics (practice or game), dances, weight room privileges, drama practice, class play or musical, etc. The high school principal may excuse the tardiness with proper documentation.

#### **Excusal from School**

Once a student arrives at school, he or she may not leave the building or grounds unless he/she has written permission from the administration or attendance office. The office requires either a note from the parent /guardian or a telephone call placed by office personnel to parents/guardians before a student may be dismissed during the

school day. Any student who leaves school grounds before the time of dismissal, without properly signing out, subjects himself/herself to disciplinary action. This includes students who leave and return before dismissal. Such absences from school will be recorded as unexcused/unlawful.

#### **Illness Occurring During the School Day**

Students who become ill must report to the nurse's office. The nurse will determine if the student should be sent home and will inform the attendance office. Students will be sent home only if a parent/guardian is present at home and only if the parent/guardian is able to pick the student up at school or if the student has permission to drive. Under no circumstance will another student be allowed to drive any other student home. Students will not be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, or driving relatives to special events.

#### **Make Up of Missed School Work Due to Absence**

It is the student's responsibility to make up all schoolwork missed due to any absence. The student, **not the teacher**, is to take the initiative in arranging to make up missed work for excused absences. Students who have unexcused or unlawful absences or cut class will be allowed to make up missed work, but receive no credit toward their marking period grade. Students with prior knowledge of an assignment or assessment date before they missed their class should be prepared to turn in their work or take the assessment upon their return to school. Students who leave school early or arrive late for scheduled excused appointments will complete their work on the next school day. Cooperation between the student and the teacher is necessary during this make-up work process. **Students shall receive two (2) school days to make up work for each day of excused health related absence. Students on pre-approved educational field trips or college visitations shall receive one (1) school day to make up work for each day of excused absence.** The Principal may extend the number of days for work make-up due to special health circumstances. Persons making homework requests for same day pick-up should contact the attendance office at (610) 987-4100 Ext. 6065 no later than 8:30 AM and pick-up the work in the high school office from 2:45 PM until 3:30 PM.

#### **Semester and Final Exam Make-up**

Because of the importance of our semester and final exams, a note from a certified physician or the high school principal is necessary for a student to make-up a missed exam.

### **Calculating the Final Grade for Courses**

For a semester course: Each marking period counts toward 40% of the final course grade and the semester exam counts toward 20% of the final course grade. The final course grade is calculated by multiplying each marking period grade by 2, adding the semester exam, and dividing the sum by 5.

For a year course: Each marking period counts toward 20% of the final course grade and each semester exam counts toward 10% of the final course grade. The final course grade is calculated by multiplying each marking period grade by 2, adding the two semester exam grades, and dividing the sum by 10.

### **Parent Home Access Center**

The Oley Valley School District offers online home access of grades and attendance information for parents/guardians of high school students. Please visit the Oley Valley School District web page at <http://www.oleyvalleysd.org> or e-mail [homeaccess@ovsdpa.org](mailto:homeaccess@ovsdpa.org) for more information regarding this program.

### **School Grading Period – 45 days**

Any student, to qualify for a passing grade in any subject area in any given quarter, must be in attendance in class for forty (40) days (excluding exemptions). Student absences for the following reasons shall be considered exempt from the attendance guidelines.

- Doctor notes for absence
- School authorized field trips
- Athletic events
- Approved educational travel
- Suspension from school
- Personal bereavement
- Medical/dental appointments with a doctor's note
- Religious holidays
- Approved family emergency
- Note from parent or guardian stating absences due to illness, written and signed in ink by parent/guardian.

It is the student's responsibility to know and account for his/her absence record. Submission of doctors' and parent/guardian notes must be at the attendance office within three (3) school days after returning to school. Once the limit has been reached under the attendance-grading procedure, the school will send a warning notice indicating that any additional non-exempt absences will result in failure for the quarter. Students failing any subject for any quarter due to attendance-

grading procedure cannot earn a grade higher than a 65% for the quarter in that subject. The Principal may review each student's attendance to verify that six (6) unexcused/unlawful absences have occurred. In the case of chronic medical conditions, a single doctor's note for the medical condition must be renewed at the start of each semester. The Superintendent of Schools must approve any other exemptions for absences.

#### **Beverages**

Students are not permitted to bring open containers of any beverage to school. Any previously opened container and its contents will be immediately confiscated. Students who are asked by school personnel to bring beverages to school need to have their agenda book signed by that individual only. Students shall carry no open beverages during school hours. At no time will beverages or food be removed from the cafeteria.

#### **Books**

All textbooks are loaned to students for their use during the school year and are district property. Textbooks are to be kept clean and handled carefully. If the textbook is damaged or lost, the student is responsible for the replacement cost.

#### **Bringing Valuables to School**

Students bringing valuables to school, such as jewelry and money, should not leave them without some form of security. Students should not share lockers or give out their personal lock combination to others. If there is anything of value that is brought to school, the student is responsible for the security.

#### **School Bus Regulations**

Pupils have the privilege of riding the Oley Valley school buses. Students must conduct themselves in a quiet and orderly manner when riding on the bus. The bus driver is legally responsible for the safe transportation of pupils and will be obeyed. Bus Conduct forms will be submitted to building principals in regard to the misconduct of those students who may be excluded from the bus transportation for the infraction of any of the following regulations:

- Pupils shall not cross the street until the bus is stopped and the red lights are flashing.
- Pupils shall line up to enter the bus, avoid any pushing and shoving, and take seats on the bus.
- Pupils shall not tamper with the bus or any of its equipment.
- Pupils shall observe orderly conduct when riding on the bus.
- Profane or obscene language will not be accepted.
- Pupils shall not talk to the driver while the bus is in motion.
- Pupils shall not leave the bus at other than their assigned stops unless there is prior approval.

- Pupils shall not play games on the street or highway while waiting for the school bus.
- Smoking or use of a controlled substance is not allowed on the school bus.
- Pupils shall ride on their regular assigned bus unless there is prior approval from the supervisor or designee.
- Eating or drinking on the bus will not be allowed.
- Pupils shall, at all times, obey and cooperate with the bus driver.
- Pupils shall not deposit any paper or trash on the seats or floor of the bus.
- Pupils will stay sitting in their seats while the bus is in motion.

**Special Requests:** (not day-to-day transfers)

All special requests regarding transportation shall be in written form from the parent or guardian and should be submitted to the Supervisor of Transportation prior to the effective date of the request. The Supervisor of Transportation will inform parents as to the resolution of their request. Requests should not be submitted to the bus driver. Principals and drivers will be notified of any changes that will be made by the Supervisor of Transportation.

**Transportation Services will not be provided in the following situations:**

- Friends accompanying pupils to and from school on the buses.
- Transportation to after school activities. Examples: dance or music lessons, Boy Scouts, Cub Scouts, Brownies, visiting friends, going to work.
- Transportation will not be provided for babysitting unless the child is boarding and going home on the same bus every day throughout the school year.

**Carrying Objects on the Bus**

The State Guidelines for Transportation forbid carrying of any objects on the bus such as projects and band instruments unless they can be safely held on the pupil's lap. The following instruments will not be allowed on the school bus due to their size: bass clarinets, French horns, drums, trombones, Baritone horns, tubas, and bells. If large items, such as instruments or pets, are needed for school, the parent or guardian will be responsible for transportation of the item on the day or days involved.

**Child Abuse Reporting**

The Pennsylvania Child Protection Service Law requires school personnel to report any suspected cases of child abuse. The school is directed to cooperate with the agencies conducting the investigation. The law is very clear that the school's role is simply to report, not to conduct an investigation.

### **Confidential Communications**

Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authorities when the health, welfare, or safety of the student or other person is clearly in jeopardy.

### **Corporal Punishment**

In a situation where the parent or guardian and school board prohibits corporal punishment, teachers and school authorities under any of the following circumstances may still use reasonable force:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the purpose of self-defense or the protection of persons or property.

### **Copiers (Student Use)**

No student is allowed to use the copiers in the main office or faculty workroom without prior authorization. No student should ever enter any faculty room.

### **Dance Policy**

High school dances are for Oley Valley High School students who are currently enrolled in grades 9 – 12. Dances will be held in the cafeteria. Students may bring one (1) guest as a date to the dance. Guests and alumni must be registered at the main office (48) hours before the dance, and the host must pick up a pass for his/her guest from the assistant principal during regular school hours, prior to the dance. Guests will arrive at the dance with their host and have a signed pass from the administration and proper identification. Hosts will be responsible for their guests. The school dress code is in effect. Dances will be held from 7:00 – 10:00 PM, and all transportation arrangements should be made prior to the end of the dance.

- 1. No student who is absent, suspended, or expelled on the day of or one (1) day prior to the dance may attend.**
- 2. No students will be admitted after 8:00 PM without proper authorization.**
- 3. No students may return to the dance after leaving.**
- 4. Students are not allowed to be in parked cars on the school property.**
- 5. Smoking and the use of alcohol or drugs are forbidden. Violators will face disciplinary penalties and possible prosecution.**
- 6. All school rules are in effect at all dances and activities.**
- 7. No one twenty-one (21) and over who is not a member of the student body may attend the dance as a guest.**
- 8. Five (5) teachers from the faculty are required as chaperones for each dance or activity night.**

9. A list of the chaperones must be given to the principal at least 48 hours prior to the dance.
10. Preparations for the dance must be made under the supervision of the advisor or another faculty member.
11. The group responsible for the event must also clean up and restore the area for proper usage.
12. Decorum of each and every student throughout the event shall be socially acceptable.
13. All students will present their current student photo identification or other appropriate photo identification. Students without photo identification will not be allowed to attend the dance.
14. Students will not be allowed to access any hallway lockers during the entire evening.
15. Chaperone directives will be followed immediately and without question.
16. Students demonstrating styles of dance that are judged inappropriate by the chaperones will be asked to stop dancing immediately.
17. Students must leave school property immediately after the dance ends at 10:00 PM.

Those who do not follow the above regulations shall be asked to leave the dance and may face disciplinary action for their conduct. The administration may, after an investigation, deny any student the privilege of attending other after school activities.

### **Discipline Procedures**

Discipline may take many forms and may involve informal and formal sanctions. It may include adjustments within the school setting or separation from school. It is important that the disciplinary response is appropriate to the infraction and that it is designed to eliminate any disruption within the school and to address any personal problem.

#### **1. Resolving a Student Concern**

- Step 1: Student contacts the teacher to discuss the concern
- Step 2: Parent contact with teacher if necessary
- Step 3: Teacher contact with the parent for resolution of the concern

#### **If there is no resolution to the concern:**

- Step 4: Parent contact with administration or guidance counselor
- Step 5: Conference scheduled with the teacher, administrator, parents/guardians, and guidance counselor

#### **2. Detentions**

- **Teacher:** Teachers are the people most frequently and directly in contact with students. All teachers may require students to report

to their classroom after school to satisfy a rule violation. Twenty-four (24) hour verbal notices shall be given to students. Students who do not serve teacher detention will be assigned one (1) hour of detention by the high school administration.

- **Administrative:** In certain cases, a student may be required to remain after the conclusion of the normal school day for infractions of school regulations. This detention is held from 2:40 PM until 3:40 PM under the supervision of a staff member. Students will not be admitted late. No morning detention shall be permitted for any high school student. Students may also serve their detentions during any regularly scheduled detention prior to the actual assigned day. Students serving In-School Suspension (ISS) must have permission from the administration to serve an assigned and/or voluntary detention on the same assigned day.
  - a. The time in detention is to be spent working constructively.
  - b. If homework is complete, students may read appropriate material that must meet the approval of the instructor.
  - c. There shall be no talking, use of electronic devices, eating, sleeping, or disrespect during detention.
  - d. Students shall sit where the supervisor places them without question.
  - e. Dismissals from detention for not following school rules shall automatically double the originally assigned detention.
  - f. Defiance shall result in a period of In-School Suspension.
  - g. Only in the case of an emergency or with the principal's permission shall a student be allowed to leave assigned detention.
  - h. Students will not be removed from detention unless it is an emergency.

#### **Serving Assigned Detention is Mandatory**

**Students who do not serve their assigned administrative detention shall be assigned one (1) demerit and Saturday detention. If a student does not attend the assigned Saturday detention, they will be assigned one (1) day of In-School Suspension and (3) demerits. Students will not be eligible for any extra or co-curricular activities until their assigned Saturday detention or ISS has been served.**

#### **Saturday Detention/School**

A student may be required to attend a Saturday detention for certain infractions of the disciplinary code. On the day(s) a student is assigned a Saturday detention, he/she is to report to the High School lobby (17 Jefferson Street, Oley, PA 19547) by 8:50 AM. Detention will be held from 9:00 AM to 11:30 AM.

1. Students are permitted to work on school related assignments.
2. Students who violate the rules for Saturday detention shall be removed immediately and their parents/guardians shall be

contacted. These students shall be assigned three (3) days of In-School Suspension beginning immediately upon return to school.

3. Failure to attend Saturday detention shall result in a parent conference with the high school administration. The student will attend the next scheduled school day ISS.
4. Absence from Saturday detention due to illness or family emergency must be documented and approved by the administration. A doctor's note is required for absences due to illness. Students with excused notes shall be assigned to the next scheduled Saturday detention.

#### **Suspension of Bus Privileges**

These privileges shall be withdrawn when violation of the bus code has occurred. Students shall be removed from the bus for a set period of time and may be required to have a parent conference before returning to the bus.

#### **Suspension of Parking Privileges**

These privileges shall be withdrawn when a violation of the driving rules has occurred. Students shall lose their parking privileges for a set period of time. Students will also lose their parking privilege for being tardy to school eight (8) times or having a demerit total over (15).

#### **Tobacco Products**

A pupil who possesses or uses tobacco in a school building, school bus or on school property owned by, leased by, or under the control of a school district, commits a summary offense. Tobacco is defined as a lit or unlit cigarette, cigar, pipe, other lighted smoking product, and smokeless tobacco in any form. It also includes the possession of tobacco products and matches/lighter where there is obvious intent to immediately light the tobacco product or the act of disposing of a lit tobacco item. Any indication that a student was smoking or using smokeless tobacco shall lead to immediate discipline. Students may be required to complete a tobacco cessation program offered at the high school.

#### **In-School and Out-of-School Suspension**

Students assigned to in/out of school suspension shall be required to complete all course work assigned to them during their suspension. The teachers shall provide assignments, but it is the students responsibility to make arrangements to pick up and complete these assignments. Arrangements to pick up the assignments are to be made by contacting the guidance office. All assigned work must be completed by the time the student returns to school unless another deadline is specified on the assignment.

**Expulsion**

Expulsion is exclusion from the school by the Oley Valley Board of School Directors for a period of time and may be permanent expulsion from the school rolls. All expulsions require a formal hearing. Once expelled, the student is not permitted on any school district property at anytime. The following may be expellable offenses:

- Drug and alcohol violations
- Weapon violations
- Violations of the Pennsylvania Crimes Code
- Fights
- False alarms/bomb threats
- Defiance/insubordination
- Violation of a behavioral contract
- Endangering the health and safety of oneself and/or others
- Repeated violations of school rules resulting in accumulation of twenty-five (25) demerits during the given academic school year

**Arrest**

In the event a specific crime has occurred, the district reserves the right to notify the local law enforcement agency. All violations of the drug, alcohol, and weapons policies shall involve the local law enforcement authorities. Students who violate the drug and alcohol policies will be referred to the Pupil Assistance Support System Team (PASS).

**Removal of Privileges**

School privileges may be withdrawn when students violate provisions of the discipline code. These may include extracurricular (athletic and non-athletic) activities, school social events and/or memberships or leadership positions in clubs, classes, or other school organizations.

**Alternative Disciplinary Measures**

Parents/guardians shall be notified of offenses that involve defacing school property and restitution will be sought in the form of money and/or services. All student records shall be held until restitution has been paid in full.

**Behavioral Contracts**

Contracts may be utilized to address specific behavior problems of students. Contracts exist between the student, parents or guardians, teacher, and administrator. The contracts must be upheld. A breach of the behavior contract may be viewed as defiance or insubordination and could result in possible expulsion from school.

**Harassment**

The term harassment, in addition to the definition in the Pennsylvania Crimes Code, shall include but is not limited to repeated unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national

origin, age, or handicap/disability which create an intimidating, hostile or offensive educational environment.

### **Late to School /Class Policy**

Students reporting to school after the 7:43 AM bell must report directly to the attendance office. Teachers will make students aware when they are recorded as late to class. When a student is late (4) times the following discipline chart will be utilized. At the beginning of the second semester term day 91, the student shall start the discipline sequence again. Students who arrive late to class without a yellow or blue pass shall be sent immediately to the attendance office.

#### **Late to School/Class #**

4	1 Assigned Detention – (1) Demerit
5	1 Assigned Detention – (1) Demerit
6	1 Assigned Detention – (1) Demerit
7	1 Assigned Detention – (1) Demerit
8	1 Assigned Detention – (1) Demerit
9	2 Assigned Detentions and (1) Demerit (Possible Loss of Parking Privileges)
10	Saturday Detention/School – (1) Demerit
11	1 Day of ISS ~ Parental Contact – (1) Demerit
12	1 Day of ISS ~ Parental Contact – (1) Demerit
13	1 Day of ISS ~ Parental Contact – (1) Demerit
14	2 Days of ISS ~ Parental Contact – (2) Demerits
15	3 Days of ISS ~ Parental Conference before return to regular classes ~ (3) Demerits

#### **Demerits**

When a student violates the school rules in a manner that requires disciplinary action, he/she may accumulate demerits. This system is designed so that the well-behaved and occasional offending student is not subject to undue punishment. It is intended to protect the school program from those students whose behavior is uncontrolled or disruptive by punishing for such behavior.

Demerits are assigned according to these guidelines.

- Demerits shall be assigned by the administration. Even though a comprehensive list of offenses has been developed, some unforeseen incidents may occur. The administration reserves the right and has the responsibility to deal with these situations.
- Accumulated demerits shall be indicated on each referral.
- When a student reaches ten (10) demerits, a telephone conference shall take place between the administration and the parent/guardian.
- When a student reaches a level of fifteen (15) demerits, a parental conference shall be held with the administration. The student will

also be ineligible to participate in any extra-curricular activities or park on school property until his/her demerit total level is below (15) demerits.

- When a student reaches twenty (20) demerits an informal hearing with the administration shall be held with the parent/guardian.
- When a student accumulates twenty-five (25) demerits, an informal hearing shall be held with the Superintendent. The results of this meeting could include a recommendation for an expulsion hearing before the Oley Valley Board of Education.

#### **Removal of Demerits**

A student may reduce demerits by serving voluntary detentions at a rate of one (1) detention for each demerit. No demerits are removed for serving assigned detention. A suspension does not cancel the accumulation of demerits. Demerits are cumulative for the given year. Demerits may also be removed from a student's record if the student does not accumulate additional demerits during the next thirty (30) school days. Five (5) demerits shall be removed under these circumstances upon request to the assistant principal. This rule applies to each subsequent thirty (30) school day period. Serving one (1) full voluntary Saturday detention shall remove five (5) demerits. No partial Saturday's will count for demerit removal. A student can only remove demerits and cannot accumulate "merits" in this manner. Alternative discipline may be arranged between parents, and guardians and the high school administration.

#### **Academic Integrity**

In any academic environment, it is essential that each student be responsible for his/her own work. Oley Valley High School insists on academic honesty from all students. Cheating is knowingly participating in dishonest academic behavior. Cheating includes, but is not limited to the following: copying another student's homework, projects, quizzes, or tests, providing answers for homework, projects, quizzes, or tests, falsifying lab results, plagiarism and text messaging.

#### **Bullying**

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Students who feel they are being bullied or would like to report a bullying incident should immediately speak to a high school faculty member or report to the high school office and meet with the high school administration.

**The School District Administration reserves the right to adapt and revise the disciplinary code as necessary depending on the circumstance in order to assure a safe and secure learning environment for students and staff. Each case of discipline is judged individually.**

**Discipline Categories****Category 1 – (1) or more after school detentions or Saturday detention and (1) Demerit per detention**

- Classroom, assembly, pep rally or cafeteria misconduct
- Handbook violation – Defacing or removing pages
- Dress code violation
- Unauthorized use of electronic devices (Items will be confiscated and delivered to the administration)
- Public display of affection
- Refusal to obey school rules – Includes school sponsored activities and the parking lot
- Possessing food or beverage other than lunch time
- Inappropriate language
- Late to lunch
- Leaving class without permission
- Abuse of a hall pass, library pass, or student handbook
- Hallway misconduct
- Loitering
- Unauthorized driving, riding, or walking to the BCTC
- Failure to sign in upon late arrival or sign out upon early dismissal
- Unexcused non-participation in physical education class for the 3<sup>rd</sup> time during each quarter.
- Refusal to remove jewelry during physical education class.
- Bus misconduct – 1<sup>st</sup> Offense
- Failure to attend assigned teacher detention

**Category 2 – 1 Day of In-School Suspension or Saturday detention and (3) Demerits per incident**

- Cutting one (1) Class (No student credit for work make-up)
- Not following a directive by school personnel
- Leaving class without permission
- Inappropriate use of a computer or the Internet (1<sup>st</sup> Offense)
- Vulgar, profane, or obscene language and/or gestures directed at another person
- Displaying inappropriate racial or drug related items in school
- Possession or sale of material judged to be obscene
- Truancy/leaving school without permission/not reporting to school
- Defiance and disrespect to staff
- Bullying another student
- Disorderly conduct
- Returning to school after leaving the property without permission
- Academic dishonesty/cheating/gambling

- Inciting/participating in a disturbance – Horseplay
- Repeated use of electronic equipment
- Repeated refusal to cooperate with School Rules
- Refusal to obey In-School Suspension rules
- Bus Misconduct – 2<sup>nd</sup> Offense

**Category 3 – 3 Days of In-School Suspension and (5) Demerits per incident – Possible Law Enforcement Notification**

- Cutting multiple classes per school day (No student credit for work made-up)
- Inappropriate use of a computer or the Internet (2<sup>nd</sup> offense). Parental or guardian conference and the student may only use computer technology or the Internet under the direct supervision of school personnel.
- Tobacco use – (**Zero Tolerance**) Students seen in the area of fresh smoke, cigarette in hand, cigarette in the toilet, possession of tobacco. **Appendix 1**
- Repeated truancy or leaving school without permission
- Physical, sexual, racial, verbal harassment, or bullying of another student or school personnel.
- Forgery (required parent conference)
- Habitual behavior which is disruptive to the school program
- Inciting a confrontation that could lead to a dangerous situation
- Gross disobedience or disorderly conduct toward school personnel and school rules
- Fight/Altercation with physical contact and no injuries
- Destruction of another student's property in or on school grounds
- Bus Misconduct – 3<sup>rd</sup> Offense

**Category 4 – 5 days of In-School Suspension or 5 days Out-of-School Suspension and (10) Demerits per incident – Possible Law Enforcement Notification**

- Fight/Altercation with punches thrown
- Vandalism and/or destruction of school property
- Theft or receipt and/or sale of stolen goods
- Attempting personal gain through bullying or intimidation of others
- Trespassing on school property after school hours

**Category 5 – 10 days of In-School Suspension or 10 days Out-of-School Suspension, a possible recommendation for an informal hearing with the Superintendent and a possible expulsion hearing before the Oley Valley School Board. Twenty-Five (25) Demerits per incident – Law Enforcement Notification**

- Assaulting an individual on school district property
- Verbal/physical threat against school staff or other students. Students may be required to meet with a certified psychologist or conflict resolution counselor before returning to regular classroom instruction.
- Possession, use, and/or sale of a controlled substance.  
**(Zero Tolerance)** Students who violate our controlled substance policy may be required to meet with a certified Drug and Alcohol Counselor before returning to regular classroom instruction.  
**Appendix 2**
- Possession of a weapon or explosive **Appendix 3**
- Performing actions that constitute a hazard to self and/or others
- Bomb Threat
- Terroristic Threats/Acts **Appendix 4**

**Students who are serving a suspension or afternoon detention will not participate in co-curricular or extra curricular activities. They will leave school property at the end of the school day or the assigned detention. Any Oley Valley student suspended at the BCTC may also be placed on suspension at Oley Valley.**

#### **Discipline and Financial Debts**

Report forms, records, and diplomas are withheld from students who have not met or are not meeting their assigned discipline or financial obligations. Students shall pay debts promptly. If no payment is made, a letter shall be sent by the administration informing the parent/guardian of this obligation and allowing thirty (30) calendar days to make payment. If no payment is received in the allotted time, the obligation shall be turned over to the District Magistrate with filing and collection costs included.

#### **Dress Guidelines**

Students of the Oley Valley School District are expected to groom and dress themselves in a manner that reflects good taste, safety, cleanliness, and modesty. Clothing shall reflect a pride in the school and in oneself. Clothing which proves to be distracting, disruptive to the educational process, or unsafe for an individual student is prohibited. All clothing must be considered appropriate length and reflect good grooming.

- No hats, caps, hoods, headbands, or any other headwear may be worn in school. Coats, jackets, gloves, or outside apparel are not to be worn in school without prior administrative approval.
- Apparel (including jewelry and chains) displaying indecent writing; illustrations or pictures; displaying references to tobacco,

alcohol, drugs, and sex; or displaying graphic illustrations of violence and racism is not permitted.

- Extreme styles including, but not limited to, mini-skirts, short dresses, torn dresses, torn, ripped, or frayed jeans and skirts, (holes may not be covered with tape) halter tops, tank or tube tops, muscle shirts, off the shoulder tops, camouflage outfits, and vests without shirts, and tops that display bare midriffs are not permitted.
- No non-prescription sunglasses may be worn in the building.
- Shoes or sandals must be worn at all times.
- At no time should any undergarment be visible.

Failure to follow the dress code shall result in the following disciplinary action.

**FIRST OFFENSE:** Meeting with the school counselor or administrator designee regarding requirements of the dress code; verbal warning; telephone conference with parents.

**SECOND OFFENSE:** Second verbal warning; one after school detention; telephone conference with parents.

**THIRD OFFENSE:** Third verbal warning; one (1) day in-school suspension (three (3) demerits); telephone conference with parents.

**FOURTH OFFENSE:** Three (3) day in-school suspension (five (5) demerits); parent conference. Subsequent violations will follow fourth offense procedures – possible expulsion.

#### **Drivers and Riders**

1. A student who wishes to drive a private automobile to school must:
  - Submit a completed form that has been signed by his or her parent or guardian and pay a **\$25.00** non-refundable permit fee. Students who have their parking permit revoked during the school year will not receive a refund.
  - Agree, in writing, that school authorities have the right to periodically inspect his/her motor vehicle for alcohol, controlled substances, or other contraband. (Inspections will take place in the presence of the vehicle operator and only when there is cause for suspicion.)
  - Agree to park only in the space assigned to him/her and not loiter in the parking lot at any time, before or after school.
  - Agree to properly display the permit on his/her motor vehicle.
  - Agree to drive with care and not exceed ten (10) mph while on school property.
2. A student who wishes to ride with another student must submit a completed application form that has been signed by his/her parent/guardian and agree to the same provisions as the driver.
3. Student drivers are allowed to enter the parking lot **once** during a school day. They shall leave the parking lot via the closest exit and

shall not pass “in review” between the school building and the concrete island.

4. Failure to comply with the rules of driving or riding to school with another student will result in suspension of parking or riding privileges.
5. A bus is provided to transport BCTC students. Students may register to drive their own cars to BCTC by completing the proper forms, which may be secured at BCTC offices. Under no circumstances are students to ride in cars being driven by other students or walk to BCTC. Violations of this rule will be disciplined accordingly.
6. Students are strongly encouraged to ride the school bus to and from school unless they have a valid reason for driving.
7. Student parking spaces will be available on a first come, first serve basis by grade level. Students must have an Oley Valley parking permit to park on the campus unless specific permission has been given by the administration.

#### **Eating in School**

Eating and or drinking outside the cafeteria is prohibited. Individual teachers may deny the privilege of chewing gum in their classroom. Students who arrive at school in the morning with open beverages must deposit them in the trash receptacle. Containers to transport beverages are prohibited in school.

#### **Educational Travel**

The Oley Valley School District provides exceptions to the normal attendance regulations as follows:

1. **Educational Tours and Trips:** The Oley Valley School District recognizes that students may have the opportunity to participate in preplanned trips and educational experiences during the regular school day. Upon receipt of a prior written request from parents/guardians, pupils may be excused from school attendance to participate in educational tours or trips, when such a trip is so evaluated by the Superintendent or designee. Pre-approval forms are available in the main office. The determination of each request will be made on the following: prior attendance record, previous requests, the frequency of requests, and proposed educational value of the requested experience.
2. **College Visitation:** Students desiring an excuse to visit a college shall submit a letter twenty-four (24) hours prior to the visit confirming the appointment from a parent/guardian or set up an appointment through his/her Guidance Counselor.

**Internet Policy**

Students at Oley Valley High School will have the opportunity to explore the educational merit of the Internet through classroom activities and individual research. Parents and guardians who wish to prohibit their child from utilizing the Internet must inform the building principal in writing on an annual basis by September 15<sup>th</sup>. All use of electronic resources must be for curricular purposes only and must be in keeping with the mission and philosophy of the Oley Valley School District. The district reserves the right to monitor Internet usage in the Oley Valley School District facilities for policy violations at any and all times. The Oley Valley School District reserves the right to access stored records. If an Internet user violates any of the provisions for proper use of the Internet, his/her access could be denied.

**Refer to Board Policy No. 815**

**Search and Seizure**

School lockers remain the property of the school and may be searched by school authorities without prior warning. Any illegal contraband found in the lockers may be seized and used as evidence against the student in disciplinary and/or criminal proceedings. Students may be asked to comply with specific requests by the administration to guarantee the safety of the entire school.

**Bag Checks**

In order to insure the safe and orderly environment at the high school, random student bag checks will occur periodically throughout the school year. We will also be utilizing the metal detectors to speed up the safety process.

**Married and/or Pregnant Students**

Married students are entitled to the same educational opportunities as unmarried students. Pregnant students may attend school as long as their attendance is not harmful to themselves or their unborn child. The administration and school nurse may request periodic doctor notes during and after the pregnancy. Students who have children may not take them on school-sponsored field trips or activities without specific permission from the Superintendent of Schools. Students over (18) must have the permission of the administration to sign-out of school.

**Student Records**

The Oley Valley School District has adopted a policy on student records that complies with the Pennsylvania State Board of Education's regulations and federal government's legislation on this subject. It guarantees that permanent records will be kept to a minimum, students and parents/guardians have a right to review records, and the privacy of

records will be assured. For specific procedures and guarantees, the policy itself should be consulted.

#### **F.E.R.P.A**

The Family Educational Rights and Privacy Act, a Federal law, requires that Oley Valley School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Oley Valley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Oley Valley School District to include this type of information from your child's education records in certain school publications.

#### **Electronic Equipment Use**

Electronic devices including but not limited to cellular phones, smart phones, PDA's, mp3 players, and cameras **may not be used or in plain view** during school hours. Electronic devices being used during school will be confiscated. Parents/guardians will be contacted to pick up the electronic equipment at their earliest convenience. Students may carry cellular phones but they **may not** use them to call out, receive calls, or use any cellular phone function during the school day. Violation of this rule will result in immediate after school detention. Students who need to use a telephone may ask their teacher for permission to report to the high school office

#### **Backpacks**

Students are allowed to bring backpacks to school. However, backpacks must be placed in the student's locker upon arrival and will not be carried during the school day. Large book bags, oversized handbags, laptop carriers, boxes, fanny packs, and duffel bags are not acceptable. The administration will evaluate each situation that arises and render a decision that benefits the safety of all our students.

#### **Transfers**

Students who transfer from other schools will receive credit for the work done upon certification by the proper authority. Students whose parents or guardians move from the Oley Valley School District will be allowed to complete the school term tuition free, if they so desire, according to the following:

- Students in Kindergarten through grade 11, if the transfer takes place on or after March 1<sup>st</sup> of the school term.
  - Students of the senior class, if the transfer takes place on or after January 1<sup>st</sup> of the school term.

In order to continue in attendance after a move has been made, a written request to continue in attendance must be submitted to the respective principal and the Superintendent. The request should include the date of the move and the new mailing address. It is the student's responsibility to find his/her own transportation.

#### **Admission and Withdrawal from School**

Students, who come to the Oley Valley High School for admission, should bring with them or have mailed to the guidance office a scholastic record of all work completed beyond eighth grade and an immunization record. An officer of the school from which the student is transferring should sign this transfer. All new students shall report to their guidance counselor for academic placement and to provide verification of residency. When a student wishes to withdraw from school, he/she shall report to the guidance counselor for initial processing. Students will receive a checkout sheet to be signed by all their teachers on their last full day of attendance. All obligations must be fulfilled and all books and non-expendable supplies returned before Oley Valley High School will transfer records to another school. The Principal will sign the student's withdrawal form after an exit interview has been completed.

#### **Visitors**

The administration and faculty extend a special invitation to visit the school to parents/guardians of all pupils in the Oley Valley School District. Visitors should report directly to the front desk located in the main entrance lobby. Visitors will be asked to show and surrender their identification before a visitor badge is issued. Visitors wishing to visit specific classroom teachers should place their request in writing to the principal at least twenty-four (24) hours in advance of the date requested. Student visitations will be denied unless the school the visitor student attends is closed or the visitor's school contacts the High School Principal.

#### **Evacuation Drills**

Evacuation drills will be held at monthly intervals with the sounding of the building alarm. Signs have been posted in each classroom directing students to appropriate exits. Students should be aware that randomly selected exits will be blocked to simulate a fire or obstruction at different times. If your exit is blocked, choose alternative routes that are nearest to you and leave the building in a safe and calm manner.

#### **For the safety of all, follow these rules:**

1. When the alarm sounds, leave the building in an orderly manner.
2. Students should not talk but should move quickly without running.
3. When they reach the outside of the building, students must stay with their group and move a safe distance away from the building.

4. Students should stay away from any area where emergency vehicles could enter the secondary complex.
5. An announcement will be made when the building is safe for students to return.

### **Report Forms**

The progress report on a student's academic work is issued four (4) times a year. Any questions concerning the report card should be directed to the appropriate guidance counselor. Report cards will be distributed during the school day for marking periods 1 – 3. The report card for the final marking period 4 will be mailed home.

### **Grading**

**A=93% - 100%**

**B=85% - 92%**

**C=77% - 84%**

**D=70% - 76%**

**E=Failure**

**I=Incomplete**

**M=Medical**

Report forms will be issued approximately one (1) week after the end of the marking period. Fourth quarter report forms will be mailed home. All other quarters will be distributed in first period classes.

### **Honor Roll**

Certificates are awarded to students who achieve honor roll status.

**Distinguished Honors** – 97% marking period grade point average with no earned grade or weighted grade less than 93%

**High Honors** – 93% marking period grade point average with no earned grade or weighted grade less than 88%

**Honors** – 88% marking period grade point average with no earned grade or weighted grade less than 85%

### **2011 – 2012 Promotion Policy**

1. In order to be promoted from 9<sup>th</sup> to 10<sup>th</sup> grade, a student must have accumulated passing grades in courses totaling a minimum of 5.75 credits, three (3) credits of which must be in English, Social Science, Math, or Science.
2. In order to be promoted from 10<sup>th</sup> to 11<sup>th</sup> grade, a student must have a minimum cumulative total of 11.75 credits distributed as follows:
  - 7 credits in English, Social Science, Math, or Science
  - 1 Physical Education requirement.
3. In order to be promoted from 11<sup>th</sup> to 12<sup>th</sup> grade, a student must have accumulated passing grades in courses totaling a minimum of 17.75 credits, distributed as follows:
  - 11 credits English, Social Science, Math, or Science
  - 2 Physical Education requirements.

4. To be eligible for a diploma, a student in the 12<sup>th</sup> grade shall have met the minimum requirements for graduation and the proficiency standards as established by the Oley Valley School District and the Pennsylvania Department of Education.

#### **Interim Reports**

During each marking period, a notice will be sent to parents/guardians of students who, after four (4) weeks, are doing unsatisfactory or failing work. A separate report will be sent for each subject concerned. The program is designed to enlist the cooperative efforts of parents or guardians, students, and teachers in helping the students achieve their full educational potential. Progress reports may be sent at any time during the school year to indicate a possible concern about students.

#### **Curriculum**

Student and parental planning for education has become increasingly more complex as the skills and training needed to qualify for a well paying job or a productive career have grown. At one time, a high school education was considered a basic necessity for entering the job market. Today, due to the increased demand and competition for qualified individuals, a college education or technical training beyond the traditional high school program is recommended. We are working to prepare all our students for the challenges they will face in the ever-changing career areas with the addition of new technology.

#### **College Preparatory**

The College Preparatory (CP) program is a traditional academic program of studies that guides our students toward a continued educational program at a four-year college or university. Numerous careers will also require more than four (4) years of sequenced courses and degrees to gain successful entry into certain professional fields.

#### **Career Exploration and Planning**

Educational planning has become increasingly more complex as the skills, training, and education needed to qualify for well paying jobs or productive careers have grown. Oley Valley has identified five career clusters with corresponding pathways for students to choose from:

- Agricultural and Environmental Science/Agricultural Business
- Arts and Humanities
- Business and Computer Technology
- Engineering and Industrial
- Health, Science and Human Services

Each pathway has a technical academic focus and a college preparatory focus from which to choose. The pathways provide suggestions of courses to schedule during your four years at Oley Valley High School to prepare for further education or employment. Students may change

career pathways as career interests change throughout high school. Our Program of Studies provides detailed information about career pathways. Each student receives a copy at course selection time and can be referenced on the Oley Valley High School website. The high school guidance office offers two online career services. “Do What You Are” is an assessment to assist you in your choice of career pathways. OVSD students may access this assessment at [www.ACHIEVEworks.com/16670](http://www.ACHIEVEworks.com/16670). Click on “Register Here” and follow the prompts. “CareerCruising” includes career assessment tools, occupational profiles, and post-secondary education information. Students may access this assessment at [www.careercruising.com](http://www.careercruising.com). The user name is “oley” and the password is “lynx”. “CareerCruising” and “Do What You Are” will remain available as long as there is sufficient funding to continue site licenses. Additional career-related and college websites to explore and assist in planning for your future are also found in the our Program of Studies.

#### **Summer School**

If any subjects listed as required for graduation are failed, the administration strongly advises they be made up in summer school immediately following the closing of the school year. The Oley Valley Summer School Program is available to resident and non-resident students for both enrichment and remedial purposes. To be eligible for remedial summer school students must have earned at least a 60% in the course being repeated or be recommended by the teacher of the failed course or the principal. Seniors and students who have failed the course for the second time are automatically eligible. The Summer School Program will start soon after the regular term concludes and continues for up to four (4) weeks, providing approximately (50) hours of instruction for each student. Students who attend an alternative summer school program will not receive credit unless prior administrative approval is granted.

#### **High School Project**

High school projects shall be completed by the end of the student’s junior year. The only exception will be for newly registered seniors who have never previously been enrolled in Oley Valley High School. Students, who do not complete their high school project by the end of their junior year, will not be allowed to participate in any activities related to the high school during their senior year until all phases of the project are complete. Students are urged to complete their high school project during their freshmen and sophomore years. Students enrolled at the BCTC are encouraged by the BCTC to complete their high school project by the end of their junior year or they are not eligible for Work Based Learning. BCTC students can complete one project for both schools during their junior year. BCTC students must complete

their high school project within the timeline required by Oley Valley School District.

### **Community Service Requirement**

Community Service is an Oley Valley School District requirement for graduation. Students may start their community service immediately after promotion from the eighth grade. Each student is to complete 30 hours of service by the end of his or her junior year. It is recommended that students complete 10 hours of community service each year. The goal for this requirement is for students to become aware citizens that see a responsibility to their community.

### **Graduation Requirements**

Only credits earned in grades nine through twelve count toward the required high school credits. The amount of credits given for each subject is listed in the OVHS Program of Studies. Regardless of the cumulative total credits, high school students will carry a schedule that consists of a minimum of fourteen (14) of a possible sixteen (16) course semester openings per year, exclusive of clubs and extracurricular activities. A student must also achieve proficiency level according to district standards. Total credits and specific requirements are noted below.

#### 2012 Requirements

#### Credits/Completion

English		4.00
Social Science		4.00
Mathematics		4.00
Science		4.00
Fine Arts (Art or Music Courses)		1.00
Family & Consumer Science Standards (9 <sup>th</sup> )		.25
Computer Applications I (9 <sup>th</sup> )		.25
Financial Literacy (12 <sup>th</sup> )		.25
Electives		5.00
Physical Education	4 Requirements	2.00
Health (9 <sup>th</sup> ) & (11 <sup>th</sup> )		.50
High School Project		Completion
Community Service	30 hours	Completion
Proficiency Level		District standards

**Total 25.25**

### **Guidance and Counseling Services**

The school provides guidance and counseling services because it realizes that each individual is unique. School counselors will help students make education plans and provide assistance for social or personal problems. The school counselors can also help students, families and teachers explore options to aid students in achieving

educational success. Students are encouraged to use the career resources and educational information offered by the guidance office.

### **College Entrance**

A student who desires to attend college needs to see his/her guidance counselor before the end of the sophomore year or earlier to determine the proper requirements for admission. The parents/guardians should also contact their student's guidance counselor for clarification of any related matters that might arise.

### **Pupil Assistance Support System (PASS)**

The high school operates a Student Assistance Program (SAP) referred to as PASS. This program provides a way to identify students who are having problems in school and recommend them for help. Issues and concerns may include alcohol and/or other drugs or emotional and behavioral issues. SAP/PASS is an assessment process, which may or may not lead to a recommendation for further assistance. The PASS team is composed of a core group of school personnel who are specially trained in the student assistance process. The core team receives referrals from administrators, faculty, staff, parents or guardians, and students themselves. Referrals may be initiated by drug and alcohol policy violations, but more commonly happen because of observed changes in the student's behavior or performance. The PASS team works with students and their families to determine the need for support services, both in and outside of school.

### **Some Helpful Phone Numbers:**

High School Principal –	Extension 6003
Assistant Principal –	Extension 6008
Guidance Counselors –	Extension 6013
Oley Township Police –	(610) 987-6656
Caron Foundation –	(610) 678-2332
Mental Health Center –	800 (610) 988-8070
Council on Chemical Abuse –	(610) 376-8669
Berks Talkline –	(610) 374-TALK
Service Access & Management (Emergency services for suicide and dangerous behaviors) –	(610) 236-0530

### **Health Services**

The school nurse provides initial first aid care for students injured in school and care for others who may develop minor illnesses while at school. All students must present their agenda books signed by their teacher for admission to the Health Room, except in cases of an emergency. If an ill or injured student needs transportation to go home, it is the parent or guardian's responsibility. Parents/guardians will be

notified of conditions that might need further evaluation. The school nurse does not render services for injuries that happened at home or for conditions that the student acquired away from school. As required by the School Health Code of the Commonwealth of Pennsylvania, all students receive growth and vision screenings each year. Hearing screenings are performed annually on eleventh grade students and on students with known hearing concerns. Physical exams are required on entry or eleventh grade. Medical exams may be performed by the family doctor and recorded on the appropriate school provided forms, which then become part of your child's school health record; or the school doctor, at no charge, may perform the exam at school. As required by the School Health Code of the Commonwealth of Pennsylvania, students will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool used to determine whether a child is overweight, normal weight, or under weight. This screening will take place during the school year, and you will receive a letter with the results that should be shared with your child's doctor.

#### **Emergency Card**

Completed emergency cards are kept for each student and updated annually. In the event your child has had an accident or becomes ill and you are not available, it is important that you designate someone who will come to school for your child.

#### **Medication Administration at School**

All medication, prescription and over the counter, is stored and administered by the school nurse. Medication must be sent in the original prescription bottle or container with the dosage, date, and student's name on the label. A request to give the medication, signed by the doctor, is also needed. The request must include the student's name, name of the medication, time of administration, and dosage. For short-term medication, only send enough for that day or to cover the term of administration. For long-term medications, please contact the school nurse. Most pharmacies will provide an extra properly labeled container for school use if requested. Students with asthma and/or allergies will be permitted to possess and self-administer their asthma inhaler and/or Epi-Pen in school with written permission from their physician, parent/guardian, and the school nurse, and upon demonstrating the capability for proper self-administration and responsible behavior assuring that medication availability is restricted from other students. This permission is granted only to assure immediate access to this emergency medication in order to prevent a life-threatening crisis and not for the convenience of daily administration. Contact the school nurse for details.

**Emergency Closing of School**

In the event of weather conditions that might interfere with the running of buses or the operation of the school, parents and students may receive an automated phone call about school delays and closings or obtain information by listening to the following local radio stations or by checking our school district web site at [oleyvalleysd.org](http://oleyvalleysd.org).

**WAGO WRW WEEU WRFY-FM**

Please do not call the radio stations, the school, or faculty at their homes to seek information. Our phones need to be kept open for emergency calls.

**Homebound Instruction**

This type of instruction is provided for the student who is unable to attend school for a considerable length of time. To qualify for this service, students must notify the school if a prolonged absence is anticipated and arrangements will be made to confirm eligibility.

**Student Responsibilities**

Student responsibilities include regular attendance, conscientious effort in classroom work, homework and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate and culture within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and students who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

**Student Accident Insurance**

The Oley Valley School District makes available to all students a group insurance plan. Brochures and application forms are sent home at the beginning of each school year. All students who participate in athletics must either purchase the student accident insurance or present evidence of other satisfactory insurance coverage.

**Student Store**

The Student Council operates the school store where pens and pencils to school oriented supplies are sold. Hours of operation will be posted for the school store.

**Working Papers**

The Principal issues working papers in the High School office. Any person who seeks employment prior to his eighteenth birthday is required to hold working papers. There are several types of working papers: vacation working papers, general working papers, (for students

who will be permanently employed), and transferable work permits. The steps for receiving working papers are as follows:

1. A birth certificate or other evidence of birth date such as a baptismal certificate, etc., must be presented to the office of the High School Principal by the parent or guardian.
2. The employer and parent or guardian must complete the portions of the applications form where indicated.
3. Students must have a health examination by a physician with the result noted on the back of the application form.
4. The application form must be returned to the office of the High School Principal.
5. Upon receiving the completed application, formal working papers will be issued by the office of the High School Principal.
6. Any minor must have a new physical when changing jobs if it has been more than one year since the last physical.

#### **Cafeteria Point of Sale**

The cafeteria currently uses a computerized Point of Sale (P.O.S.) system. This system allows our students to place monies on account to be used for the purchase of lunch. We encourage parents to take advantage of this service and recommend that checks payable to: "Oley Valley School District," be used for the purpose of depositing money. One of the benefits of this type of system is that it allows students who have forgotten their lunch money to "charge" their lunch. Students may only "charge" (1) lunch and monies owed shall be submitted to a cashier in the cafeteria on the following school day. Student accounts will be checked quarterly and all excessive debts will be referred to the high school administration for collection purposes.

#### **Cafeteria Rules**

The high school cafeteria serves well-balanced, nutritious meals each school day. Students may, however, choose to carry their lunch. The following rules shall be enforced in the cafeteria:

1. Students should enter and leave the cafeteria in an orderly fashion.
2. Serving lines are to be single file.
3. No students may cut in line. Cutting in line will result in detention.
4. Students have the privilege to go outside to the area adjacent to the right side of the cafeteria. Students must remain visible to the monitors inside the cafeteria. Failure to follow this rule will result in the loss of this privilege for the remainder of the school year.
5. During inclement weather, students will not be permitted to go outside.
6. There is to be no loitering in any of the three (3) entrance hallways to the cafeteria.

7. Students need to remain seated during the lunch period. Students are not to stand for extended periods in groups.
8. Before leaving the cafeteria each student is responsible for his or her trash. Students need to return their chair, tray, dishes, and utensils to the proper places.
9. No throwing of food or anything else will be tolerated in the cafeteria. Students are not permitted to play cards during lunch. Students who violate this rule may be removed to an alternative site to eat their lunch.
10. There are no reserved seats in the cafeteria.
11. Passes will be issued by the monitors and have a five (5) minute limit on each. No passes will be issued during the last five (5) minutes of the lunch period.
12. Students are to be on time to lunch and only have (5) minutes to get there. The school late to class policy will be enforced for each lunch period.

#### **School Library Media Center**

Our library media center houses print, non-print, and electronic materials, including compact disc technologies, computers, and access to the Internet. Please refer to the Internet Policy in your handbook for Internet usage guidelines. These materials are provided to meet the needs, interests, and differences of all students, so that a desire for learning and a lifelong reading habit may develop information-gathering skills needed for life in the new millennium. The Media Center staff strives to provide efficient and helpful service to all students. Students may secure library passes from their study hall teacher. Reference passes are also available to students for a specific assignment. Reference passes are obtained from the subject teacher and co-signed by the Librarian prior to the study hall. Students are expected to behave in a manner conducive to a quiet study hall. Reference books, periodicals, and pamphlets circulate overnight and may be renewed daily. All other books circulate for two (2) weeks and may be renewed. Materials for curriculum activities are placed on reserve and have limits placed on their circulation. Students may borrow as many as ten (10) books, however they are requested to be considerate of other patron needs. Fines are charged for all overdue materials. Overdue notices are sent to students weekly. Restrictions on library use are placed on patrons who have not cleared their library debt by the end of each quarter. Students are responsible to pay for all lost or damaged materials. Orientation is given to all incoming freshmen. Library instruction is offered to students as the need arises and is integrated with class assignments.

#### **Athletics**

Oley Valley High School competes in the Berks County Interscholastic Athletic program. All members of the student body are eligible to

participate on teams for which they qualify provided they meet PIAA and school district standards. No males will be allowed to participate on female teams. The following sports are offered:

<b>FALL</b>	Boys	Soccer	Grades 7-12
		Cross Country	Grades 7-12
		Golf	Grades 9-12
	Girls	Field Hockey	Grades 7-12
		Cross Country	Grades 7-12
		Volleyball	Grades 7-12
		Soccer Cheerleading	Grades 9-12
<b>WINTER</b>	Boys	Golf	Grades 9-12
		Basketball	Grades 7-12
		Bowling	Grades 9-12
	Girls	Wrestling	Grades 7-12
		Basketball	Grades 7-12
		Bowling	Grades 9-12
		Cheerleading	Grades 7-12
<b>SPRING</b>	Boys	Volleyball	Grades 9-12
		Baseball	Grades 7-12
		Track and Field	Grades 7-12
	Girls	Softball	Grades 7-12
		Track and Field	Grades 7-12
		Soccer	Grades 7-12

All students who wish to participate in a sport must have a physical examination. Student athletes who participate in multiple sport seasons must complete the PIAA re-certification form prior to being cleared each subsequent season. Written permission must be granted by the parents/ guardians for all students to participate. Athletes must either purchase school accident insurance or present certification to the Athletic Director by the parents/guardians of personal insurance coverage. Students must also sign and return an Oley Valley Athlete's Code of Conduct. These requirements must be met before a student may begin practicing.

#### **Guidelines for Student Participation in Co-Curricular Activities**

1. Once a student becomes a member of the organization, the student should be aware that he/she is a representative of Oley Valley Secondary School and his/her actions reflect upon the Oley Valley School District.
2. Students representing Oley Valley Secondary School in a school-related activity must dress accordingly. District dress code guidelines will be followed in all co-curricular activities.
3. Students in co-curricular activities are to abide by school rules and regulations. If a student is disciplined by the administration, that action will supersede participation in school-related activities. If a student is suspended, the student will not be allowed to participate

in or attend activities during the time of suspension. Any student suspended on the last school day of the week will not participate in any weekend activities or practices. During this period, the student may not participate in practices, scrimmages, rehearsals, games, meets, concerts, plays, or any other school-related activities.

4. Alcohol and drug use is not only detrimental to students physical and emotional growth and well being but is illegal and will not be tolerated. Use of, or being under the influence of, a controlled substance on school property will result in the following action:
  - Immediate dismissal from the co-curricular activity and a possible recommendation for expulsion. In the event that expulsion does not occur, a conference may be required with a certified drug and alcohol counselor. Proof of the conference will be given to the administration prior to return to school after the suspension.
5. After becoming a member of an organization, the student is expected to attend all scheduled practices, meetings, and contests.
6. Students involved in school-related activities must arrange to be picked up promptly following a practice session, scrimmage, rehearsal, meeting, contest, etc.
7. Student misconduct or fraternization while on any day or overnight trip will result in immediate expulsion from the organization.

#### **Eligibility**

1. Co-curricular participants are reminded that they are students first and co-curricular participants second. It is the students responsibility to stay eligible and meet scholastic standards in accordance with PIAA and Oley Valley School District regulations. All students involved in any school related activity must not be failing two (2) or more courses during participation. Weekly academic checks will be made by the Office of the Athletic Director to determine eligibility. These academic checks will also include BCTC grades. Failure to meet the criteria at the end of the week will result in the participant being ineligible for the following week. Failure to meet the criteria at the end of the marking period will result in the participant being ineligible for four (4) weeks starting the first day of the next marking period. Ineligible student-athletes will be permitted to practice while ineligible if they complete 20 minutes of tutoring or supervised studying for each subject that they are failing on a daily basis. It will be the coach's responsibility to check that the student has completed this tutoring on a daily basis, or provide the necessary time at the beginning of practice to complete the supervised study sessions.
2. Any student involved in any school-related activity must sign in at the attendance office prior to **9:30 AM** in order to participate in

any activity that day. This includes participation in practices, scrimmages, and rehearsals, as well as games, meets and concerts.

#### **Non-Discrimination**

No student of the Oley Valley High School shall, on the basis of sex, race, color, religion, national origin, or handicap be excluded from participation, be denied the benefits of, or be subjected to discrimination under any curricular or extracurricular program offered by the school. Students are encouraged to become involved in any program in which they, with their parents/guardians consent, have an interest.

#### **Prom Guidelines**

1. Tickets will go on sale during the month of March.
2. All ticket sales are final.
3. Tickets will be sold on a first-come, first-serve basis.
4. Oley Valley students bringing dates from other schools will register these people at the time tickets are purchased. Students will also be asked to indicate meal entrée and seating choices at the time they purchase tickets.
5. No middle school students are permitted to attend the prom.
6. Any changes such as names or entrée choice must be given to the prom advisor.
7. An attempt will be made to keep ticket prices at a reasonable level. Prices will be determined by the amount of the senior and junior class funds available to cover prom expenses.
8. All school rules are in effect at the prom.
9. The prom will end at 10:00 PM unless otherwise specified.
10. No one over the age of twenty-one (21) who is not a member of the student body may attend the prom as a guest without administrative approval.

#### **National Honor Society**

Membership in the NHS is one of the highest honors that can be awarded to secondary school students. NHS has worked to bring the accomplishments of outstanding students to the attention of parents/guardians, teachers, peers, and the community. Our students strive to meet the goals of NHS, of scholarship, service, leadership, and character. New members to the Oley Valley Chapter of the National Honor Society will be inducted at a ceremony held in the fall of each school year. Any student in grades 11 through 12 that has a 90% overall grade point average or higher will receive an invitation and application to apply for membership into the honor society chapter.

#### **Appendix 1**

##### **No.222 Tobacco Use**

The Board recognizes that tobacco use by students presents a health and safety hazard, which can have serious consequences for both the users and nonusers and the safety of the schools and is a concern to the

Board. For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. A pupil shall be defined as a person between the ages of 6 and 21 years who is enrolled in school. The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, on school property, and at a school sponsored function such as, but not limited to, the prom, homecoming activities, and field trips.

The school district may initiate prosecution of a student who violates the use policy. A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication.

### **Appendix 2**

#### **No.227 Controlled Substances**

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

1. Controlled substances prohibited by law.
2. Look alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Inhalants.
7. Any prescription or patent drugs except those for which permission for use in school has been granted pursuant to Board policy.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event. The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected. No confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent/guardian, unless the best interests of the student can be served only by such release.

### **Appendix 3**

#### **No. 218.1 Weapons**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

**Weapon** – the term shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and replica of a weapon, and or any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possession** – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to and from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapon policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of each expulsion requirement on a case-by-case basis. In the case of an exception student, the Superintendent shall take all necessary steps to comply with the Individual’s With Disabilities Education Act (IDEA). When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period. The Superintendent shall report the discovery of any weapon prohibited by this policy to the student’s parents/guardians and local law enforcement officials.

#### **Appendix 4**

##### **No. 218.2 Terroristic Threats/Acts**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

**Terroristic threat** – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Terroristic act** – shall mean an offense against property or involving danger to another person. The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent shall be

responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal will immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

If the student is expelled for the terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act (IDEA) and follow Board policy.

**Oley Valley High School Alma Mater**

***We sing to Oley Valley High School***

***Noble and strong,***

***To thee with loyal heart***

***We raise our song.***

***May your spirits never die,***

***Through endless days.***

***We make for thee a crown,***

***Rest on thy brow,***

***Pride, honor, glory, love,***

***Before thee bow.***

***Swelling to Heaven's high***

***Our praises ring.***

***Pray that Oley Valley High School***

***Survives all things.***