

# **SENECA VALLEY HIGH SCHOOL**

## **STUDENT HANDBOOK**

\*Due to COVID-19 and the potential for changes to guidelines issued by the Centers for Disease Control and Prevention (CDC) and/or Pennsylvania Department of Health (PADOH), information in the handbook is subject to change. For the most up-to-date school information, please check the District website regularly at [www.svsd.net](http://www.svsd.net).

Seneca Valley Intermediate High School  
126 Seneca School Road  
Harmony, PA 16037

Seneca Valley Senior High School  
128 Seneca School Road  
Harmony, PA 16037

**[www.svsd.net](http://www.svsd.net)**

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## **Seneca Valley School District's Mission Statement**

In collaboration with family and community, the mission of the Seneca Valley School District is to provide a nurturing and safe environment with academically challenging opportunities, emphasizing digital citizenship, innovation, and global awareness in order to prepare our students to be productive and contributing citizens.

## **Seneca Valley School District's Shared Values**

In order to prepare students for the 21st century, the Seneca Valley School District believes:

- The educational process of our district is enhanced by encouraging students to participate in curricular-related activities, extracurricular programs, and service-learning activities within and between the schools and community.
- The learning process will engage the intellectual, physical, social and emotional development necessary for students to help them function effectively in the present and the future.
- All students have a right to an education that recognizes and adapts to their individual needs and abilities.
- All students should be encouraged to participate in community services.
- Learning should be enjoyable.
- All students are capable of meeting or exceeding grade level expectations.
- Innovation and advancement in technology are essential for successful everyday performance.
- Ethical behavior, integrity, respect, perseverance and consideration are qualities valued in every person.
- High expectations realistically challenge students and a support system enables students to reach these expectations.
- All students have the right to learn in an environment that is both emotionally and physically safe.
- The parents, the school, and the community are responsible for educating students.
- Students have the responsibility to actively participate in their own education.
- An excellent well-trained staff needs to continually grow professionally and be supported by the total educational system.
- District finances will be responsibly managed and aligned to educational goals.
- Communication among the board, administration, teachers, students, parents and community is a necessary component of educational success.
- The success of our schools is determined by a partnership that requires the shared responsibility and cooperation of staff, students, parents and the community.

## **Non-Discrimination Policy**

*The Seneca Valley School District will not discriminate on the basis of race, color, national origin, age, sex, disability or any other legally protected classification in the employment or in the administration of any of its educational programs and activities. Announcement of this policy is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. To inquire about, obtain a copy of or to file a complaint relating to this policy, contact the Director of Human Resources, SVSD, 124 Seneca School Road, Harmony, PA 16037 or call (724) 452-6040.*

## Alma Mater

Hail to thee our Alma Mater  
Guide us through each precious year  
Give us strength that we may always  
Praise you with resounding cheer

Let our faith and love shine proudly  
As we strive from day to day  
And our voices thank you loudly  
As you help us on our way.

Thanks to thee, our Alma Mater  
For the future and the past  
All the happiness you gave us  
And our glorious blue and black

Hold us firm and guide us surely  
As you have in years before  
Loyalty we pledge  
Undying Seneca Valley evermore.

### **Emergency Information, School Closings & Delays (as per Seneca Valley policy # 805)**

The Seneca Valley School District will make every effort to announce the closure or delay of school by 5:30 a.m. of the affected day. Every effort will be made to announce decisions to change delays into closures by 7:30 a.m. Please know that decisions for early dismissals will be avoided whenever possible, but if necessary, will be made by 11 a.m.

When Seneca Valley has a closing or delay, the district will utilize the parent notification system, which will be programmed to call the primary phone number as listed for each child. In an emergency situation or in the event that the district goes from a two-hour delay to a closure, an emergency call will be sent to all provided numbers per student (this is the primary number and up to three additional numbers provided per child) so the information reaches all those affected by the emergency or change in status. Parent notification information will be collected/updated at the beginning of every school year, and parents are encouraged to update their contact information throughout the year when necessary through the parent portal system.

Emergency or delay/closure/early dismissal information can also be found on KDKA Radio 1020 AM, KDKA-TV Channel 2, WTAE-TV Channel 4, WPXI-TV, Channel 11, SVTV Channel 50 (Digital Channel 208, TV Channel 407 for Consolidated Communications customers) or via a recording on our main campus phone line at (724) 452-6040. District status updates are also posted on the district webpage.

#### **Two-hour delay:**

NO Vo-Tech classes

Afternoon and evening activities will be determined on a case-by case basis

#### **Early dismissals and cancellations:**

NO after school activities

NO home or away evening activities

NO groups will be permitted to assemble at any school facility

NO transportation will be provided after the regular school bus runs

NO facilities will be used by rental groups

\*When an early dismissal is called, all students are expected to board his/her regular bus and return home.

## STUDENT SERVICES

### School Counseling

The mission of the Seneca Valley High School counseling program is to support the growth of each student in developing academic, social/emotional, and career skills. In partnership with school personnel, parents, and community members, school counselors will provide students with opportunities to explore, develop, and pursue individual goals emphasizing civic responsibility and global awareness.

Students may arrange to meet with their counselor by completing an appointment request form available in the counseling office. Parents/guardians may also schedule an appointment by calling the student's building office.

### Intermediate High School Counseling Department

The counseling staff will conduct group sessions with all students to discuss the registration/scheduling process and procedures for using the Naviance college and career program. Planning meetings will be held during the school year for all ninth-grade students.

### Intermediate High School Counseling Staff

Ms. Deanna Christopher... Ninth Grade students with last names A-L  
Ms. Amy Calder..... Ninth Grade students with last names M-Z  
Ms. Lisa Graham ..... Tenth Grade students with last names A-L  
Ms. Malika Sinha..... Tenth Grade students with last names M-Z

### Senior High School Counseling Department

The counseling staff will conduct group sessions with all students to discuss career and college planning including the application completion process, procedures for releasing official records using the Naviance college and career program, and scholarship availability. Individual eleventh grade Post-Secondary Planning Meetings will be held during the spring semester for all juniors. Parents/guardians are encouraged to attend these meetings, as well.

### Senior High School Counseling Staff

Mrs. McQuiston..... Students with last names A-G  
Mr. Chrestay ..... Students with last names H-O  
Dr. Rockey..... Students with last names P-Z  
Mrs. Kostlich ..... Special Education and Alternative Education Students  
Mrs. Ramirez-Lightner..Coordinator of Collegiate and Career Affairs

### Assignment within District (as per Seneca Valley policy #206)

The Superintendent or designee shall assign incoming transfer students to grades and classes that afford each student the greatest likelihood of realizing their full educational potential.

### Graduation Requirements (as per Seneca Valley policy #217)

Specific requirements of the Pennsylvania Department of Education (PDE) and the Seneca Valley School Board mandate that a student by the completion of grade 12 earn a minimum of 24 credits, successfully complete the Graduation Project, and participate in the Pennsylvania Department of Education's Keystone Exams to be eligible to receive a diploma from Seneca Valley Senior High School. See "Graduation Project" and "Keystone Exams" below for more details.

### Minimum credits required for the Class of 2015 and beyond:

English .....	4.0 Credits
Social Studies.....	4.0 Credits
Mathematics .....	4.0 Credits
Science (Biology and Chemistry) .....	2.0 Credits
STEM (Science, Technology, Engineering, or Math) ....	1.0 Credits
Physical Education.....	2.0 Credits
Health.....	0.5 Credits
Arts/Humanities .....	2.0 Credits
Other Electives .....	4.5 Credits

## **Graduation Project**

The Seneca Valley Graduation Project was approved by the Seneca Valley School Board in 2000 to fulfill Pennsylvania Department of Education requirements. Each student must achieve a minimum score of 60% on each component of the Graduation Project. Please refer to all guidelines and procedures in your Graduation Project student manual. Additionally, the entire manual and individual forms and instructions are available on our website on the "Graduation Project Page".

## **Keystone Exams**

The Pennsylvania Department of Education's Keystone Exams are end of the course assessments in designated content areas. The Keystone Exams serve two purposes: (1) high school accountability assessments for federal and state purposes, and (2) high school graduation requirements for students beginning with the class of 2022. Students will be required to take the Algebra I, Biology, and Literature Keystone Exams.

## **Scheduling**

During the second semester, students have an opportunity to select courses for the upcoming school year that fulfill required graduation credits and support individual interests. The Program of Studies lists course descriptions and requirements for all high school classes. It is available online for students to review. Academy of Choice cyber options are listed along with traditional course descriptions. The Butler County Area Vocational Technical School programming is also outlined for students interested in attending the Vo-Tech.

Schedule change requests at the beginning of each semester are considered:

- 1) to correct mechanical errors
- 2) to make up credit deficiencies and
- 3) to add an elective course in place of a study hall. Additionally, if a student is found to have a credit or achievement deficiency, the student-selected schedule may need to be adjusted to correct this situation.

## **Seneca Valley Academy of Choice**

The Academy provides students with a world-class virtual and performing arts education, opportunities to participate in a wide range of district activities, and individualized instruction and support by certified and highly qualified members of the Seneca Valley School District professional teaching staff. Benefits include flexibility of scheduling, accelerated pace, traveling, and exploring career options. Please visit the Academy of Choice website at [www.svsd.net/cyber](http://www.svsd.net/cyber) for additional information.

## **Online Grade Access**

Teachers update grades each week in SV Gradebook, our online grading program. Parents and students are encouraged to access their grades weekly at <https://portal.svsd.net/>. If you experience problems using the system, please call or email our technology facilitator.

## **SV Portal**

The SV Portal provides secure central access to all personalized resources available to SV parents/guardians and students. Available at this site for 24/7 viewing and/or updates are grades, contact/emergency information, health information, classroom calendar, sports forms and more.

To access the portal information, please utilize the SV Portal wallet cards that were mailed to you (multiple children within one family can be viewed with one card – individual cards are not needed for each child). If you are in need of a replacement wallet card, please contact the Central Office Front Desk at (724) 452-6040, ext. 1675, and one will be provided for you via U.S. Mail. Passwords and usernames cannot be supplied verbally over the phone. We apologize for the inconvenience; however, this procedure is necessary due to the sensitivity of the information involved. The parent portal can be found on the district homepage (icon tab can be found in top right hand corner) or by going to <https://portal.svsd.net/>.

**Grading Policy (as per Seneca Valley policy #212)**

All grades district-wide will be designated with the following letters):

- A**-Excellent ..... 90-100%
- B**-Good ..... 80-89%
- C**-Average ..... 70-79%
- D**-Below Average ..... 60-69%
- F**-Not Passing..... 0-59%
- I**-Incomplete
- X**-Medically Excused
- W**-Withdrawn with a passing grade with no credit and not included in GPA calculations from the point of withdrawal
- WF**-Withdrawn with a failing grade with no credit towards graduation but included in GPA calculations for all marking periods
- P**-Passing grade with credit but not included in GPA

Final course grades are obtained by averaging the percentage earned for each marking period. All weighted classes (honors, AP, CHS) and all math, science, English and social studies courses will have quarterly exams. Quarterly exams make up 15% of the term grade. It is important to note that all grades reported on the report card are represented as rounded averages. Decimals from each nine-week grading period are not carried through to final grade calculations. Students who lose credit due to a violation of the attendance policy will continue to receive a grade for the course but will not receive credit towards graduation. In this situation, the course will need to be repeated or taken in summer school in order to earn the graduation credit.

**Report Cards (as per Seneca Valley policy #212)**

Report cards are posted in the gradebook four (4) times yearly. These periods cover approximately forty-five (45) school days. Parents/guardians will receive an electronic notification from the school district when the report card is posted in the Seneca Valley Portal.

**Honor Roll**

At the end of each grading period students are recognized for outstanding academic achievement by having their names posted on the school’s honor roll. Note: No individual who has “D”, “F”, or an “incomplete” at the end of the grading period will be eligible for the honor roll.

Highest Honors	4.0 and above
High Honor Roll	3.75 – 3.99
Honor Roll	3.20 – 3.74

**National Honor Society**

Juniors and seniors with a cumulative grade point average of 3.75 or higher and have been a student at Seneca Valley for at least one semester, are eligible for consideration to be members in the National Honor Society. Qualified students will be notified to provide a completed student information sheet, shortly after the first nine- weeks. Information sheets will be evaluated based on the on the following criteria: Scholarship, leadership, service, and character. If a student is not selected for membership by a majority of the faculty judges they will be invited to re-submit their information the following semester, assuming that they have maintained a 3.75 grade point average or higher. Details can be found on the NHS web page, under activities and clubs.

### **Release of Student Records (as per Seneca Valley policy #216)**

According to the Family Education Rights and Privacy Act of 1974 (FERPA), non-confidential information can be released to outside agencies without your consent. This directory information consists of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, and recognition of graduation. If you do not want directory information released, please provide written notification to the principal by September 30.

Procedures regarding the distribution of student records are available in the counseling office. A signed release form is required before school records are sent to employers, other schools, or the student. The school is not permitted to release the records of any students who have not satisfied all debts with the school district.

### **Transcripts**

An official transcript package consists of the student's Transcript and a copy of the School District Profile. For additional information on obtaining official records and processing applications, please refer to the Transcripts and Student Records link found on the senior high counseling website at <http://www.svsd.net/Page/22237>.

### **Student Assistance Program (as per Seneca Valley Policy #236)**

The Youth Education Support Services (Y.E.S.S.) program is the Seneca Valley School District's Student Assistance Program. The primary goal of the program is to help students overcome barriers to success and remain in school. Barriers to a student's learning can be complex and may include things such as a recent relocation, grief and loss, use of drugs, being the victim of violence or harassment, being a victim of bullying, poor coping skills, depression, anxiety, strained relationships, attendance issues, poor study skills, and/or sudden changes in academic achievement.

The Y.E.S.S. process begins with a referral made by students, parents/guardians, teachers, or other school personnel. Next, team planning occurs which leads to interventions and/or Y.E.S.S. team recommendations. The Y.E.S.S. team continues to work with and support the referred student. The team consists of teachers, counselors, the school nurse, administrators, and liaisons from the community with special training to work with students.

Students are encouraged to refer a peer to Y.E.S.S if they have a concern about another student or if they believe that a peer is in danger. Student referral forms can be accessed by a link on the school webpage and may be submitted by completing a short online survey. If you believe that someone is in immediate danger of harming themselves or others, you must report your concern immediately to a parent, school counselor, administrator, teacher or nurse. After school hours contact the local authorities or dial 911.

### **The McKinney- Vento Homeless Assistance Act**

The McKinney- Vento Homeless Assistance Act can help provide school stability for children if you do not have a permanent home and are:

- Staying with friends or family because you lost housing
- Living in a shelter, including transitional programs
- Staying in motels because you cannot get your own home
- Living on streets, in a car, van, tent or other nonpermanent structure

If you need assistance or have questions please contact the school counselor or the district homeless liaison, Dr. Sean McCarty, Assistant Superintendent at (724) 452-6040.

### **Health Services**

Certified School Nurses provide health services to promote student wellness and reduce health barriers that may influence a student's academic success. Some of the services include:

- Assessment of acute illness and/or injury
- Medication administration
- Implementation of mandated state health laws and immunizations
- Case management for students with a chronic health condition
- Referral of students and their families for additional health care

Case management for students with a chronic health condition

- Referral of students and their families for additional health care



In the event of an illness or injury, students must go through the health office and should not use their personal cellphones to call or text message with parents/guardians. Prior to visiting the health office, a written pass is required for all non-emergency situations. If the nurse is not available, students should report to the main office. Students are not permitted to leave school due to a health issue without authorization from the nurse and/or school administrator. If proper procedure is not followed, disciplinary action may occur.

Any student who has a temporary mobility concern (i.e. crutches) should see the nurse to obtain a travel/elevator pass for extra time between classes. A written physician order and parental note should be sent with the student to explain the injury and the anticipated length of time for the pass.

#### **State Mandated Health Screenings (as per Seneca Valley policy # 209)**

School nurses are responsible for conducting growth, vision and hearing screenings annually. School screenings are not intended to replace yearly examinations by health care professionals. The following screenings are conducted at the High School:

- 9th grade – height, weight, vision
- 10th grade – height, weight, vision
- 11th grade – height, weight, vision, hearing, \*physical examinations
- 12th grade – height weight, vision

\*School Health Act of Pennsylvania requires all 11<sup>th</sup> grade students to have a private physical examination, if private care is not possible please contact the school nurse.

#### **Medication (as per Seneca Valley policy # 210)**

Over-the-counter medications, e.g. acetaminophen (Tylenol) or ibuprofen (Advil), will be administered to students, who have written parental permission, to treat mild pain or discomfort.

All prescription medications must be prescribed in writing by a health care professional. Students are not to carry any medication with them during the school day, unless otherwise directed by a health care professional and the school nurse. Please contact the school nurse or refer to the Seneca Valley District Policy #210, Use of Medications, for additional information regarding field trips and/or after school sponsored activities.

#### **Computer and Network Use (as per Seneca Valley policy #815)**

All students will be issued a personal computing device for educational use. A limited number of desktop computers are also available in the library for student educational use during the school day.

All enrolled students have an account on the network system for file storage and software access. After logging into a Seneca Valley computer, students must indicate that they agree to use the computer in accordance with the school district Acceptable Use Policy. All passwords are to be kept confidential and protected against unauthorized use.

Students' files are not considered to be personal property and may be accessed at any time by teachers, administrators, or the system managers. You are responsible for what appears in your accounts and on media in your possession. Files brought to school must also follow the district's acceptable use policy.

The following are some examples of inappropriate behavior: tampering with files or passwords, accessing another student's files, probing or circumventing security systems, downloading and/or playing unauthorized games, downloading and/or viewing inappropriate material, accessing unauthorized directories, and removing equipment or software. Likewise, chat sites, blogs, social network sites, and electronic mail are not to be used to post personal, harassing, threatening, unwelcome, or inappropriate messages.

Violations of the acceptable use policies may result in loss of computer use privileges and other school disciplinary action. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.

## One-to-One Devices

All students will be issued a personal computing device (laptop) with stylus, power adaptor and installed software for the school year. All students are expected to bring a fully charged device to school every day to be used in class for educational purposes. The student will be responsible for the device at all times. Insurance may be purchased allowing the device to be taken home for educational purposes. Students who do not purchase insurance must leave their device at school in a secure location, such as a locked locker. Students must follow the Seneca Valley Computer and Network Use policy #815.

Students are required to adhere to the following expectations:

As a learner:

1. I will **bring** my device to school every day.
2. I will **be responsible** for my school-issued device at all times.
  - i. My device will never be left unattended.
  - ii. My device will be placed securely on a flat, stable work surface. My device will be treated carefully so it is not subjected to deliberate or accidental damage.
  - iii. I will take care that my laptop is transported as securely as possible.
  - iv. I will not smash my device between books or other materials in my backpack.
  - v. I will close the screen when I carry my device.
  - vi. I will not allow another person to use my device.
3. I will be responsible for making sure my device is **fully charged** every night so it is ready for use the next day at school.
4. I will store my device in a secure space while at school and/or at sports practices or after-school activities, etc. The device should be secured at all times, and no items will be stacked on top of it.
5. I will be **on-task** during class at all times and use my device for **educational purposes only**.
6. I will **not decorate, draw, or write** on my device (i.e. stickers, etc.).
7. I will **not eat or drink** when using my device.
8. I **will do** the following to **clean** my device:
  - i. I will use a dry soft cloth to clean the screen.
  - ii. If needed, I will use a damp cloth with water to clean the screen.
  - iii. I WILL NOT use Windex, alcohol or other solvents for cleaning my device
9. I will **not expose** my device in any **extreme conditions (heat or cold)**.
10. I will **not share** personal accounts or passwords.
11. I will **not engage in cyber bullying** or any other inappropriate or illegal online behaviors.
12. I will **not post ANY identifiable personal information** about myself or others on the Internet.
13. If my device is **missing**, I will report it to the school office.
14. If my device is **damaged**, I will take it to my building's designated technology area and explain to an adult what is wrong.
15. At the end of the school year, I will return my device, charger, and stylus to the school.

For additional information on expectations and frequently asked questions, please refer to the one-to-one link found on the school website under the academics tab. <https://www.svsd.net/Page/23411>

## B.Y.O.T.

### Student Guidelines for Personal Technology Devices

Students are permitted to use personal technology resources during class time for educational use only and with teacher permission. Teachers will determine when the use of personal technology is appropriate for use in their classroom.

Students are permitted to use personal technology resources during extracurricular time for educational use only and with coach/sponsor permission. Students are permitted to use personal technology resources during free time for educational use, family communication, or appropriate personal use in such a manner as to not create disruption or annoyance to others. Students without personal technology devices will not be excluded from educational activities. If personal technology is used as an aid to classroom instruction, the teacher will make use of the technology devices present, possibly pairing students or placing them into groups.

Students may bring personal technology devices to school if they choose. Participation is completely voluntary. The school is not responsible for lost, stolen, or damaged devices. Personal technology includes, but is not limited to, cell phones, smartphones, laptops, tablet devices, Netbooks, notebooks, iPads, iPods, Kindles, NOOKs, PDAs, mp3 players, wireless earpieces, and portable gaming devices. Students should keep their personal devices on mute. Phone calls and text messages should not interrupt instruction. For accountability, students must register their personal technology devices at <http://byot.svsd.net> before connecting to the school's wireless system. After registration, it may take up to 24 hours before the personal device can connect to the SV-BYOT wireless network. Students are responsible for supporting their own personal devices. Staff will not provide students with support for how to use their own devices. For Internet connectivity during the school day, students must connect their personal devices to the school's wireless connection. This Wi-Fi connection is separate from the school's network and allows for filtered Internet access only, which is provided at no cost and does not use cellular data plan minutes.

Students are strictly prohibited from using a personal data plan to access the Internet throughout the school day. A student is solely responsible for all charges incurred by usage at any time. The use of social media is strictly prohibited for non-educational use. The school does not guarantee every device will be able to connect to its wireless system. Limited technical support when connecting devices to the school's wireless system will be provided.

Students are expected to handle personal technology devices the same as school owned devices. The same rules apply. Students participating in BYOT may be asked to complete surveys at various times to gather data on the program. Student participation in BYOT is a privilege which can be lost for irresponsible use. Students will continue to be educated about responsible and ethical use of technology.

## **STUDENT INFORMATION**

### **Accidents**

Every accident in the school building, on the grounds, or at a school event must be reported immediately to the person in charge and to the school office.

### **Activities and Athletics (as per Seneca Valley policy #122, 122.1, 123)**

Seneca Valley High School has a wide range of student activities. The complete list is available on the school district website. Please remember that when you participate in athletics or school activities, you represent our school, your home, and our community. All actions by students and the school district with respect to co-curricular activities shall be governed by Seneca Valley Board Policies, departmental and team rules. Students interested in participating in any activities should contact the coach or sponsor.

### **Attendance Requirements for Extra-Curricular Activities**

All students are to be in attendance at school the day of activities. Students who are absent from school, or tardy after 11:00 am, will not be eligible to participate in any extra-curricular activities, practices, or games on that day without prior approval from the principal or designee. If the activity or game occurs on a Saturday or during a school holiday, the student must be in attendance by 11:00 am on the preceding Friday.

Students who have early dismissals are ineligible to participate in practice or games unless they have prior approval from the building principal or designee to do so. Students that do not receive prior permission from the principal or designee to participate following an early dismissal must return to school prior to the end of ninth period to be eligible for competition or practice on that day.

### **Guidelines for Student Activities (as per Seneca Valley policy #122)**

All student activities held in the name of the school must be approved by the Administration and chaperoned by faculty members or approved chaperones. All student activities shall be held in the school building or on the school grounds unless otherwise approved by the Administration. Students in attendance are liable for the care of the facilities. Guests are not permitted to attend unless approved by the school administration.

All school policies including those relating to drugs and alcohol are in effect at all school activities. Students must be drug tested (see drug testing information below) to participate in extra-curricular activities.

Students must pay the appropriate activity fee prior to participating. Information on participation fees is available on the district website. Students who wish to use the activity bus may find information on the district website.

### **Guidelines for Athletics (as per Seneca Valley policy #123)**

The Pennsylvania Interscholastic Athletic Association (PIAA) requires all students participating in school sports to complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE). Seneca Valley Senior High is a member of the Pennsylvania Interscholastic Athletic Association and is subject to the rules and regulations of the Association. In order to be eligible, you must meet the following minimum PIAA requirements:

All students in grades seven through twelve who participate in athletic or extra-curricular activities must attain a 2.0 quality point average (QPA) during a weekly academic eligibility report. If a student is ruled ineligible, he/she will not be eligible to participate in games/performances and must attend a mandatory study hall, as assigned by the athletic director or building principal. Once study hall is finished, the student will be permitted to attend practice. A student will be reinstated once he/she has achieved a 2.0 QPA or better on the weekly academic eligibility report. In cases where a student's work in the preceding grading period does not meet the standard (a 2.0 QPA), the student may be ineligible to participate in interscholastic athletics or their extra-curricular activity for at least fifteen (15) school days of the next grading period. At the end of the school year, the student's final credits in the student's subjects rather than the student's credits for the last grading period shall be used to determine the student's eligibility for the next grading period. Student athletes that miss study hall will remain ineligible until themissed dates are made up.

If you are absent or suspended from school you will not participate in an athletic practice or contest on that day.

If you have been absent from school during a semester for a total of twenty (20) or more school days you shall not be eligible to participate in any athletic contest until you have been in attendance for a total of forty-five (45) school days following your twentieth day of absence.

Students must pay the appropriate activity fee prior to participating. All participants involved in athletics are subject to school district and administrative policies applying to use, possession and distribution of alcohol/drugs. Expectations for student athletes are described, in detail, in the Seneca Valley Student Athlete Handbook which can be found on the District's Athletics website.

### **Behavior of Students Attending Extra-Curricular Activities**

Students are expected to demonstrate exemplary behavior at all extra-curricular activities. All expectations during school hours apply to students attending extra-curricular activities. Any misbehavior at a school event will result in appropriate consequences at school and students may be removed from the activity without a refund. Any behavior that endangers the health, safety, and/or welfare of others may additionally result in suspension from school and/or extra-curricular activities and may result in police involvement. Suspension from activities includes participation and spectating at athletic events, club participation, and attending social events.

### **Bulletin Boards and Announcements**

Seneca Valley student organizations and activities may use bulletin boards and announcements to communicate with the student body. All posters and announcements must be approved by the school administration. Posters or signs that are not stamped as approved may not be displayed and will be removed. This procedure also applies to any sign or flier that is posted outside of the school by a student group or organization. It is the responsibility of the sponsor or coach of the student activity to ensure that all signs or fliers are removed the next school day after the advertised event or function.

### **Distribution of Materials and Student Expression (as per Seneca Valley policy #220)**

The school recognizes the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but must not impede the school from maintaining an orderly school environment. Students must submit materials for distribution for prior review to the principal's office. Where the reviewer cannot show within two (2) school days that the materials are unprotected, such materials may be

distributed. Appeal of the prior review shall be permitted in accordance with district rules.

The distribution of approved printed materials takes place only at the places and during the times set forth in district rules and regulations in order that such distribution not interfere with the orderly operation of the school. The school may prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others. Please see the above referenced policy for details.

#### **Student Publications (as per Seneca Valley policy #220)**

School-sponsored publications are an important part of the curriculum of the school and are subject to prior review by the principal. The principal may exclude articles from publication that do not comply with the above referenced school board policy.

#### **Cafeteria (as per Seneca Valley policies #246, #808, and #809)**

The cafeteria is maintained as a vital part of the health program of the school. Students are encouraged to eat a balanced lunch for good nutrition. It is proven that good nutrition and learning are closely linked.

The district's Wellness Policy complies with the Pennsylvania School Nutritional and Food Standards. For details on price and menu choices, you are encouraged to visit the food service page at [www.svsd.net](http://www.svsd.net). You may purchase a lunch or carry your own from home. Please be sensitive to allergies and refrain from packing peanut butter or any item with nuts. Breakfast is available in the cafeteria from 7:35am until 8:00am. Cold breakfast is available on two-hour delay days. Students are not permitted to sell food that competes with the school lunch program. Food sales may not be in contradiction with the district's Wellness Guidelines found on the district website under Food Services.

Students are to report directly to the cafeteria at their assigned time for lunch without stopping to loiter in halls or restrooms. Supervised restroom time will be allowed during lunch period. The lunchroom supervisors, administrators, and your fellow students appreciate your cooperation in:

- Depositing all litter in wastebaskets. Leaving both the table and the floor around your seat clean.
- Recycling empty cans, glass and plastic bottles into the receptacles provided.
- Assuming your own place in line; line cutting is not permitted.
- Keeping food and beverages in the cafeteria.
- Being on your best social behavior while eating – any pushing, throwing of food, etc. will result in disciplinary action.
- Celebratory food is not permitted to be brought in or dropped off.

The cafeteria uses a point of sale system. Students must use their ID card when purchasing food items in the cafeteria. The system tracks purchases and allows students or parents to apply money to the student's cafeteria account. Cash or checks can be applied to their account. Checks should be made out to "Seneca Valley Cafeteria." Students are permitted to pay cash daily for their purchases but they MUST scan their ID badge.

MySchoolBucks.com is an online service for families. There is no fee to setup an account, view your child's meal purchases, view your cash balance, or to set up email notices when your child's meal account falls below a dollar amount that you specify. There is a fee to use the service to make online payments to your child's meal account. Visit their website for more information. Students are permitted to incur charges for meals, and the parents/guardians will be contacted for payment. Unpaid meal charges for a student will become part of the student's financial obligations. Negative balances will be carried over to the next school year.

For students with financial need, free and reduced lunch applications may be picked up in the school office, printed from the Seneca Valley website, or by going online to the PA website [www.compass.state.pa.us](http://www.compass.state.pa.us). A new application must be completed each school year.

#### **Food Allergies (as per Seneca Valley policy #210.2)**

Students with food allergies should inform the nurse's office and the school cafeteria of such allergies. Due to the severity of peanut allergies, peanut products will not be sold in the cafeteria or for school fundraisers.

## Closed Campus

To ensure the safety of our students, the Seneca Valley High School maintains a closed campus environment. All building exterior entrance doors will be locked from the outside during school hours. Students must remain in areas assigned to them on their schedule. No student is permitted to be in the school building unsupervised or unauthorized. All visitors to the building must immediately report to the main office or the main hall security kiosk. Violation of this policy is a serious offense which may require the assistance of local law enforcement agencies.

School officials reserve the right to use metal detectors (walk-through or hand-held models) and/or bring in trained bomb or drug sniffing dogs where reasonable suspicion exists that the student(s) may be in possession of drugs, weapons, alcohol or other materials in violation of school policy or state law or any materials that pose a threat to the health, safety and welfare of that student or other students or staff.

## Driving/Parking (as per Seneca Valley policy #223)

The Pennsylvania Motor Vehicle Code (Title 75) and Act 110 of 1972, authorizing the school district to enforce these Codes, is in full effect for students parking on school grounds. Upon parking on campus the student agrees that they will not display any article on their vehicle that may be perceived as intimidating or offensive to others (swastikas, confederate battle flags, etc.). Failure to comply may result in the removal of the student's parking privileges. The roadways adjacent to the school have been designated as No Parking Zones by PennDOT. Students are not permitted to walk to or from the secondary campus.

**Intermediate High School ninth and tenth grade students are NOT PERMITTED to drive to school regardless of age/circumstance.** Use of an illegally obtained parking permit and/or continued violation of this rule will result in appropriate consequences. This also pertains to those students attending the area Vo-Tech school. Eleventh and twelfth grade students are permitted to park ONLY in those areas designated for student parking. Students are not permitted to drive through the S-curve between the IHS and SHS or the bus lane before or after school. The license plate number for all vehicles parked on campus during school hours must be recorded in the school office. **Students may not go to their cars or leave school grounds during the school day without written authorization from the school administration.**

If there is reasonable suspicion that a student may be in possession of any material that is in violation of school policy or state law, or any material that may pose a threat to the health, safety and/or welfare of that student or other student(s), school officials will search the student's vehicle on campus, and/or their personal belongings.

Students who drive to school and do not have a parking permit must sign in their vehicle with their driver's license and license plate number at the security desk prior to the beginning of the school day (or in the event that they are tardy, when they arrive at school). Students can sign-in their car up to five days during the school year without purchasing a parking permit. Unauthorized vehicles will be tagged and may be towed at the owner's expense.

Students who intend to drive to school more than five times must purchase a parking permit and register their vehicle(s) at the security desk. Parking permits belong to the assigned student and they cannot be shared with others, including siblings. All student debts must be met before a parking permit may be purchased. All students who intend on purchasing a parking permit are subject to school district and administrative policies applying to use, possession and distribution of alcohol/drugs.

## Parking Fines

Eleventh and twelfth grade students may park in any spaces identified as student parking and must park their cars in the direction of the arrows. Co-Op and Vo-Tech students will park in their designated areas. Persistent abuse of parking rules and regulations or accumulation of more than \$50 in parking tickets could result in the vehicle being towed from school grounds and impounded at the owner's expense. Examples of violations are listed below:

- Parking in the wrong lot
- Parking in the wrong direction
- Permit not clearly displayed
- Vehicle not registered
- Parking in a staff parking space
- Permit not purchased
- Parking with a suspended permit
- Sharing a parking permit
- Driving through the S-Curve
- Moving violation on campus

### **Suspension of Parking Privileges**

Infractions that may result in lost parking privileges include but are not limited to: driving off campus during the school day, excessive tardiness to school, persistent abuse of parking rules, accumulation of several unpaid tickets, and motor vehicle code violations on the way to or from school. Students who sustain a concussion and/or are treated for concussion-like symptoms may not drive to school until a medical provider affirms that driving to school is permissible. Sign-in privileges are suspended for any student who has had their parking privileges suspended or revoked.

### **Emergency Drills (as per Seneca Valley policy #805)**

Fire exits are posted throughout the building. When the fire alarm sounds or an emergency is reported via the public address system, students should follow the evacuation signs and the directions of their teacher. When out of the building, keep moving to the area designated. Return to your classroom when directed by your teacher.

### **Identification Cards**

The school district will issue each student a photo ID card. It is the student's responsibility to have this card in their possession at all times while on campus. These cards must be used for checking out materials, computer use, security, and for purchasing items from the cafeteria. A student must produce this identification upon request from school staff. Replacements may be obtained from the attendance office for a fee.

### **Hall Passes**

To maintain a safe environment and a focused educational atmosphere and to allow the school to adequately supervise all students, the school must maintain strict student hall pass procedures. A student's privilege to use a hall pass may be suspended should a student violate these guidelines. During the time that classes are in session, students are not permitted to be in the halls without a hall pass. These passes entitle a student to be in the halls for a reasonable period of time. Before using a hall pass, be sure to complete the sign-out form provided in each classroom. Students may be issued wooden hall passes, if they remain on the same floor.

A student wishing to be excused from a study hall or another teacher's class must follow this procedure:

1. Obtain a hall pass prior to the study hall from the teacher who will be supervising you during the time of the pass.
2. Present the pass request to your assigned study hall supervisor and await their approval.
3. Hall pass requests to attend another teacher's class or to be assigned to another supervised area during a study hall must be presented at the beginning of the period.

### **Learning Commons (Library)**

The Learning Commons is a collaborative, social space for students to co-create projects, pursue individual interests, and encourage recreational reading. This program provides a bridge between the formal, school-based learning and independent, life-long learning. The space serves a variety of functions serving as a large-group learning space, small group projects, or individual reading/learning.

To facilitate this process, numerous resources exist:

- Flexible seating and whiteboards to help facilitate creative thinking, Project-Based Learning, and Human-Centered Design
- A technology rich environment including a school-wide wifi system, charging stations for BYOT devices, an array of netbooks, and iPads that allow internet access for appropriate student use. As part of the state library system, students have access to the state inter-library loan system and the state database collection, PowerLibrary.
- Books, periodicals, and online resources, as well as the Evans City, Zelenople, and Seneca Valley yearbooks.

There is also a social component to the Learning Commons. Students are required to obtain a study hall pass from the librarian for academic purposes and/or recreational reading or social purposes. Students coming from study hall will be required to remain for the entire period. Students who wish to go during their assigned lunch period to complete an academic assignment will also need a pass from the librarian.

Resources can be checked out for a period of five to 20 days depending on the item. Yearbooks and books on reserve do not circulate. Each student is responsible for the on-time return and good condition of these materials. Fines will be assessed for materials not returned by the due date. Payment for non-returned or damaged materials is based on replacement cost.

Intermediate High School students are NOT permitted to use the SHS Learning Commons for study hall. Likewise, Senior High students are NOT permitted to use the IHS Learning Commons during study hall

### **Lockers and Personal Property (as per Seneca Valley policy #224 and #226)**

Every student has the opportunity to select a locker. This is typically conducted during lunch periods, at the beginning of the year. Locker requests after the first week can be made through the main office. Please use only the locker assigned to you, keep it locked at all times, and do not share your combination with others. You are responsible for the items found in the locker assigned to you.

You should keep your locker neat, avoid keeping valuables in your locker, and avoid storing unwrapped food in your locker. The school will not assume responsibility for articles that are taken from any lockers. Please avoid kicking, marring or marking your locker. Likewise, any material (i.e. picture, flag, symbol etc.) which violates district policy or school rules are prohibited to be displayed on the outside or inside of the locker.

Although you may not place permanent locks on any gym lockers, you are encouraged to place a lock on your gym locker during your physical education classes or practice sessions. Valuables that cannot be locked up should be given to your teacher or coach for safe keeping. All locks must be removed at the end of the semester or athletic season. Any locks left on the lockers may be cut and removed. Students may be charged for the cost of removing a personal lock.

Please be aware that the lockers are the property of the Seneca Valley School District. The school has an obligation to ensure that all lockers are properly used and that no item placed in the lockers jeopardizes the health, safety, and/or welfare of our students, faculty, school property or the educational process. School officials are empowered to conduct reasonable searches of a particular student and their personal property (including backpacks, purses, gym bags, cars, etc.) and school property where reasonable suspicion exists that the student may be in possession of drugs, weapons, alcohol or other materials in violation of school policy or state law or any materials that pose a threat to the health, safety and welfare of that student or other students. In case of emergency, blanket searches may be made. The district reserves the right to conduct periodic searches employing drug or bomb sniffing dogs.

### **Lost and Found**

Any person finding articles that someone else may have lost should take the articles to their Learning Commons (Library). A lost article may be reclaimed after proper identification of the article has been established. All unclaimed items will be discarded after a reasonable length of time. Lost books will be returned to the appropriate subject area teacher.

### **Media Release**

As a part of an on-going process to report good news about our schools, the Seneca Valley School District often invites the media to the school to learn about our outstanding academic programs and events. If you do not want to appear in either a photograph or to be interviewed for the story, please have your parents provide a written notification to your building principal.

### **Obligations (as per Seneca Valley policy #'s 224)**

Students are responsible for the satisfactory settlement of costs for lost or damaged books, school property, unpaid fees, book fines, parking tickets, school equipment damaged or not returned, etc. A student must satisfy all obligations by the end of each grading period. The purchase of parking permits, homecoming and prom tickets will be prohibited until all obligations are met.

### **Restrooms**

You may use the restrooms before and after school, between class periods, and during lunch periods. Do not loiter, use cell phone or other electronic devices, use tobacco products, including vaping, write on the walls, litter, or damage the facilities in any way. **Only one person is permitted in the stall at a time.** If you are feeling ill, report to the nurse's office; do not remain in the restroom. Students are to refrain from asking for a restroom pass during class time except for emergencies.

### **Staying after School**

Students are only permitted to be on school grounds beyond school hours **if they are involved in a supervised activity and the adult sponsor of the activity is present.** At the conclusion of the activity, students are to promptly leave the school ground



## Telephone

If your parent/guardian telephones the school with an urgent message for you, office personnel will notify you as quickly as possible and you may return the call. Students may call home in an emergency in the school office with permission.

## Visitors (as per Seneca Valley policy # 907)

During school hours entry into the building is through the front doors only. Those wishing to gain entrance are given access by office personnel, sign-in at the greeter desk, and prominently wear a visitor badge. Each visitor will need their driver's license and vehicle information when registering. For security purposes, video surveillance equipment is deployed throughout the building and grounds.

Because of possible disruptions to the learning climate, classroom visitors during the school day are discouraged and approval will only be granted by school administration. Appropriate forms and registration materials are available in the main office and must be completed one week in advance of the visit.

## Work Permits

To obtain an application for a work permit a student must come to the school office with proof of age (a birth certificate is the preferred document, however, a baptismal certificate, passport, learner's permit or driver's license will be accepted). This is a state requirement. An application will not be filled out until proof of age is shown. School staff will complete Part A of the application. The application will be taken home and the parent or guardian must complete Part B. The student will bring the completed application back to the school office. The application will be reviewed by the school to ensure the student has acceptable grades and attendance. Once the review is completed the student will be issued the work permit which the student must sign in the presence of the school secretary.

During the school year it is not necessary for the parent to accompany the student when the application for a work permit is completed. During the summer months it is recommended that the parent accompany the student, however, it is not required.

## Student Rights (as per Seneca Valley policy # 235)

Students do have rights as persons and citizens. Their legal rights include the right to due process, the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as persons. These rights include the right to be treated with dignity by other members of the school community and the right to contribute to the educational process.

## Student Responsibilities

Minors are compelled by law to attend school until they are 17 years of age. Student responsibilities include regular school attendance, conscientious efforts in classroom work, and conforming to school rules and regulations. Most of all, students share the responsibility to develop a school climate that is conducive to wholesome learning and living. Likewise, every student should access the High School Handbook, follow rules and regulations, and cooperate with school staff in disciplinary cases where they have relevant information, and exercise proper care when using public facilities and equipment.

Above and beyond these general responsibilities, students have specific rights and responsibilities in the following areas:

### I. Religion

*Right:* The school may not interfere with your right to observe any religion (or none at all if you wish) by requiring or conducting religious exercises for you.

*Responsibility:* Each person has his/her own personal beliefs; you should respect the religious beliefs and observances of others.

### II. Speech and Expression (as per Seneca Valley policy #220)

*Right:* You have the right to express your views, either orally or symbolically.

*Responsibility:* When expressing yourself, you must do so in a manner that does not materially or substantially disrupt the instructional environment. You may not, in expressing yourself, violate another person's rights by using slanderous speech or expressions.

**III. Flag Salute and Pledge of Allegiance**

*Right:* You may not be forced to take part in the salute of the flag or pledge of allegiance if doing so violates your beliefs or values.

*Responsibility:* If you refuse to participate in the salute to the flag or pledge of allegiance, you may not disrupt the activity of others who choose to do so.

**IV. Suspension and Expulsion**

*Right:* Before you may be suspended from school for more than three days, suspending school official will: tell you what rule you have broken; explain to you why he/she believes that you broke the rule and give you a chance to tell your version of what happened.

*Responsibility:* To follow school rules.

**V. Racial Discrimination and Segregated Schools (as per Seneca Valley policy #248.1, #248.1F)**

*Right:* The state, or any other governmental body, may not establish racially segregated schools, thus depriving you of your right to an education regardless of race. Also, every student has the right to an education without any interference. Any acts of hatred toward the race, color, religion or natural origin of another individual or group of individuals can disrupt the educational atmosphere.

*Responsibility:* To hold respect, understanding, and appreciation of each person's worth and individuality, regardless of race.

**VI. Sexual Harassment (as per Seneca Valley policy #248)**

*Right:* Every student has the right to an education without any interference. This defines an educational atmosphere free from unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature.

*Responsibility:* To respect and appreciate each person's worth and individuality regardless of gender or age.

**Homework Guidelines and Procedures (as per Seneca Valley policy #130)**

Homework assignments should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills. The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills already presented by the teacher.
2. Broaden areas of interest through enrichment.
3. Provide opportunities for parents to know what their child is studying.
4. Encourage parent and child interaction.
5. Encourage communication and collaboration between teacher and parent/guardian.
6. Create meaningful, appropriately challenging, and appropriately rigorous assignments for students.
7. Assign homework according to the developmental needs of the child.
8. Provide opportunities for peer and adult involvement.
9. Encourage student accountability and responsibility.

**Homebound Instruction (as per Seneca Valley policy #117)**

If a student is confined to his/her home for a period of more than two weeks, he/she may be eligible to receive homebound instruction. Requests should be presented to the high school office as soon as possible. In submitting requests, a parent/guardian must present a statement from a medical doctor indicating the appropriateness of such a program. All requests will be processed through the central administration office.

## ATTENDANCE

Regular attendance at school is necessary if you are to progress scholastically, be successful in the classroom, and develop responsible work habits which carry over to your adult life. A summary of school attendance is reported on all individual report cards and on student transcripts for college placements and job referrals.

### **Attendance Policy (as per Seneca Valley policy #204)**

A student shall not be granted credit for any semester course if unexcused absences from that course total more than five (5) periods per semester or for any full year courses that total more than ten (10) periods for the year. Class period absences may include but not be limited to illness, truancy, vacations, parent/guardian sponsored educational experiences, college visitations, service-related tests or physicals, and doctor appointments.

Before being admitted to classes:

Have a parent/guardian write an excuse giving the name, date, days of absence and specific reason for absence. Upon returning to school, students are required to submit an excuse to the proper authority or attendance secretary as directed by the procedures established for students in their particular building. Upon returning to school, students should immediately make plans with their teachers to make up all work missed during the absence. This is the student's responsibility (grades 7-12).

### **Excused Absences**

Students must be present and punctual for school and all their classes. Excused absences are described by law in the Pennsylvania School Code and include the following reasons:

1. The student's own illness/injury
2. Serious illness or a death in the immediate family
3. Quarantine
4. Emergency medical or dental attention
5. Absence approved in advance by the principal, such as, college visitations, military recruiting, required court attendance, preplanned educational trips and tours, etc.
6. Authorized religious holidays
7. Impassable roads as determined by the Director of Transportation
8. Inclement weather

### **Illegal Absences**

The following reasons are illegal in accordance with the Pennsylvania State Attendance Laws and Seneca Valley School District policies:

1. Truancy
2. Oversleeping or missing the school bus
3. Trips not approved in advance by the building principal will be designated as illegal. Trips that have been disapproved by the building principal will be designated as unexcused
4. Shopping
5. Hunting, fishing, attending ball games or sporting events
6. Birthday or other celebrations
7. Employment
8. Inefficient private transportation or automobile breakdowns
9. Any other reasons not listed in the legal excuse grouping presented in the Pennsylvania School Code of 1949 or Seneca Valley School District policies

### **Class Cuts**

Disciplinary action, as stated in our discipline code, will result when a student cuts a class. Students will not receive credit for any class work that takes place during unexcused class absences. In addition, accumulating more than five unexcused absences in a semester class or ten unexcused absences in a full year class will result in the student losing credit for the class.

### **Tardiness**

All tardies are automatically registered as unexcused unless the student presents a valid written excuse when he/she arrives in the attendance office. Students who arrive at school after 8:09 are to report to the attendance office for a late pass to class. Repeated tardiness either to school or the start of class periods will result in disciplinary action.

### **Early Dismissals**

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office or school nurse. If you must leave the school building, you are required to **sign out at the attendance office before leaving school**. Failure to follow the proper procedure will be considered an unexcused absence and will result in referral for disciplinary action. Students are not permitted to go to another school building on campus unless it is printed on their student schedule or if they have a pass from their school office.

Early dismissal requests must be presented to the attendance office before first period for approval. Early dismissal requests must include your name, date and time of early dismissal, parent/guardian signature, specific reason for the early dismissal, and telephone number of parent/guardian for verification. "Personal Reasons" is not a valid excuse. Parents picking up a student must provide photo identification. If someone other than the parent/guardian is picking up the student, the parent/guardian must inform the attendance office prior to the dismissal.

### **Make-Up Work**

When students are legally absent from classes, it is his/her responsibility to arrange with his/her teachers to make up work missed in each class. The amount of time given to make up this work depends on the amount of time that the student was absent. For instance, if the student is legally absent for two school days, the student shall receive two school days to make up the work, if necessary. Students will not receive credit for any class work that takes place during unexcused class absences. Students are required to make up any missed assignments.

### **Educational Trips**

The Seneca Valley School District recognizes the value and importance of participating in family activities and special events. This time may include pre-planned family trips and educational experiences during the school year. Pre-approval forms are available from the attendance office and must be completed at least two weeks before the educational tour or trip. Only one trip will be approved per school year. Approval for an excused absence for a family trip or tour will be determined by the building principal on the basis of prior attendance records, previous requests, academic progress to date and the educational value of the requested experience. It is the practice of the Seneca Valley School District **not to approve absences during the first or last two weeks of the semester or school year, nor for trips that occur during semester exams, final exams, or state mandated tests.**

### **Field Trips (as per Seneca Valley policy #121)**

In order to participate in a field trip written permission from a parent or guardian must be obtained. This permission must indicate understanding of the date, time, cost (if applicable), and purpose of this trip. Pupil participants are subject to the supervision of the school-approved adults. At all times the school rules will be enforced. Students who wish to attend a field trip must follow the following practices:

1. Field trip forms must be completed prior to the field trip and returned to the sponsor of the activity.
2. Students are responsible for completing all class work and homework that is missed. This must be done prior to the planned absence or, upon approval of the teacher, on the first school day after the trip. Students on field trips are counted as being in attendance at school.
3. If the planned class activities that a student would miss to participate in the field trip cannot be completed early or following the trip (ex.: lab experiments, demonstrations, group reports, etc.),

the student is to be notified of this type of classroom activity at the time his/her field trip request is presented to the teacher. The student, with the assistance of the sponsor of the activity and the student's parent/guardian must evaluate the appropriateness of his/her participation in the field trip or special activity based on this information.

4. Parental approval for a student to miss classroom activities to participate in a field trip or special activity is indicated by the signature of the student's parent or guardian on the form.
5. A student with excessive absences will not be permitted to attend school sponsored field trips or activities, if the activities require additional absences from regularly scheduled classes.
6. A dress code may be required for participation in the field trip.
7. Any field trip participant who was or is suspended during the current school year will not be permitted to attend and will forfeit any monies paid for the trip without refund.

### **Post-Secondary School or College Visitations**

Students may have permission for excused absences not to exceed three (3) days per school year for post-secondary school visits. Approval will not be granted during the first or last two weeks of a semester or the school year.

A student visiting a school must obtain a "College/School Visitation" form from the senior high attendance office prior to the absence. The form must be signed by your parent/guardian and an official at the institution. The completed form should be delivered to the attendance office when you return.

### **Vo-Tech**

Students who attend the Butler County Vocational-Technical School **must** also attend classes at the Seneca Valley High School. All early dismissals must be coordinated and recorded by the school Attendance Office. Students may lose the privilege of attending the Butler County Vo-Tech School if the attendance policies of both schools are not followed. If you are ill, the nurse at Vo-Tech, or the nurse at Seneca Valley must excuse you to return home. In addition, out of school suspensions are reciprocal between the Vo-Tech School and the High School.

## **STUDENT CONDUCT**

The Seneca Valley School District has adopted a district-wide unified discipline code. All students should familiarize themselves with this policy (#218). Copies of the discipline code are available in each classroom, the iHub, and the high school offices.

### **Abuse (Physical, Emotional, etc.): (as per Seneca Valley policy # 806)**

All employees of the Seneca Valley School District are Mandated Reporters of child abuse. This means that if abuse of any kind is suspected of occurring to a child in our care, it must be reported to the building principal or his/her designee. Reports of abuse can be made by the student involved or by anyone who suspects that abuse is occurring. Staff members who become aware of, or suspect an abusive situation are required to report it to a School Counselor, Nurse, or Building Administrator. Concerned persons may also contact Childline (1-800-932-0313) directly.

### **Academic Dishonesty**

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts and especially language capability. Cheating is defined as any attempt to receive and/or give unauthorized assistance to another student. All forms of academic dishonesty are strictly prohibited in all schoolwork. A grade of "F" or zero will be awarded for any submitted work which is found to be the work of another (student, author, internet, etc.) or for which unauthorized assistance was involved. Subsequent offenses will be dealt with accordingly. If the ideas, thoughts, or language from another source must be used in the work being done, it is the student's responsibility to cite the information appropriately. Plagiarism detection software will be used in various classes.

### **Bullying (as per School Board Policy #249)**

The Seneca Valley School District is committed to providing all students and employees with a safe and civil educational environment, free from threat, harassment or bullying. Any student that feels as though they have been bullied shall report the incident immediately to their teacher, school counselor or principal. As per Board policy, bullying is defined as an intentional electronic, written, verbal or physical act or series of acts, directed at another student or students; which occurs in or relates to a school setting; that is severe, persistent or pervasive; and that has the effect of doing any of the following:

- **Substantially interfering with a student's education**
- **Creating a threatening environment**
- **Substantially disrupting the orderly operation of the school**

Roughhousing is among friends, the power between them is equal, and it is not meant to harm. Real fighting should not happen among friends and the power between them is usually equal, and it is meant to harm. Bullying is not among friends, the power between them is imbalanced, and it is meant to harm. For more detailed information about Seneca Valley's Anti-Bullying Policies, please see School Board policy #249.

### **Dress Code (as per Seneca Valley Policy #221)**

All students are expected to be appropriately dressed and to maintain personal hygiene. Shoes must be worn at all times throughout the building, except in the gymnasium locker room areas.

Students are not permitted to wear hats, hoods, head gear or bandanas inside the building (verified religious and medical reasons are the only exceptions). A student may not wear any apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso, and/or undergarments or is disruptive to the educational process. A student may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof, advocates or promotes sexual activity or violence or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, or disability.

Violations will be dealt with according to the school discipline policy. It is recognized that not all situations and conditions can possibly be covered by a dress code. Therefore, the administration reserves the right to evaluate all items relative to school dress. The complete dress code is posted in classrooms and on the district website.

### **Student Property Searches (as per Seneca Valley Policy #226)**

School employees may initiate a search of a student and his/her belongings (lockers, book bags/bags/purses, vehicles) based upon reasonable suspicion that the search will reveal evidence of a violation of school rules or of the law or the presence of any materials that pose a hazard to the health, safety and welfare of the school.

### **Drug Testing Program (as per Seneca Valley Policy #227.1)**

A drug testing program was initiated in the Seneca Valley School District to help deter student athletes, student drivers and students involved in school activities from drug usage. After an initial testing, students will be placed in a random testing pool for the remainder of the school year. A weekly random list will be generated, and students will be asked to provide a urine sample. Compliance with this policy is mandatory in order for students to continue to participate in their sport, activity, or in student driving.

### **Electronic Devices (as per Seneca Valley Policy #237)**

The appropriate use of electronic devices can enhance learning opportunities for students. However, there are many uses of electronic devices which can distract from the learning process or violate the rights of other students. Consequently, only the use of electronic devices for legitimate reasons is permitted. Any devices that could cause an educational disruption will be confiscated and discipline will be issued. ***The school reserves the right to hold a confiscated item until a conference has been held with the student's parent or guardian.***

Electronic devices include, but are not limited to; Cellular telephones, remote controls, laser pointers, iPods, MP3 players, laptop computers, portable game devices, cameras, and video recorders. Cell phones are not permitted to be used by students during the school day except as a registered device on the BYOT program. Failure to turn over a phone to a teacher or school official upon request will result in discipline. The school district is not liable for the loss, damage or misuse of an electronic device brought to school by a student.

**Fighting (as per Seneca Valley Policy #218)**

Fighting will not be tolerated on school property, on the school bus, or at bus stops. Any student involved in a fight will automatically be suspended for a minimum of three days and will also be subject to receive criminal penalties.

**Gambling**

Any form of non-school sanctioned activity which may construe, intend or promote “games of chance” will not be permitted within the High School at any time. Playing cards are not permitted in the building.

**Hazing (as per School Board Policy #247)**

Hazing is a type of harassment used for the purpose of initiation into a group. Hazing of any type will not be tolerated. Any act of hazing or perceived act of hazing must be reported to your teacher, coach or to a school administrator immediately.

**Unlawful Harassment (as per Seneca Valley Policy #248.1)**

Any employee, student, or volunteer who feels she/he has been a victim of harassment based upon an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion shall bring the matter to the immediate attention of the school principal. All complaints will be investigated and disciplinary action initiated according to the procedures and appeals set forth in the policy.

**Discrimination/Title IX Sexual Harassment Affecting Students (as per Seneca Valley Policy # [103](#))**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools regardless of race, color, age, creed, religion, sex, gender, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

For more information please contact our Title IX Coordinator/Compliance Officer Ms. Kyra Bobak, Director of Human Resources by mail: 124 Seneca School Road, Harmony, PA 16037, by phone: 724-452-6040, ext. 1646, or by email: bobakka@svsd.net.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

**Monitoring Devices**

A variety of monitoring devices, including but not limited to; cameras, metal detectors, and search dogs may be used throughout the school year to ensure the health, safety, and welfare of students and staff. Bags and containers brought into the school building are also subject to search.

**Profane Language**

All language should be appropriate to the school environment. Any type of profanity will not be tolerated and may result in discipline.

**Public Display of Affection**

Students are asked to act in a respectful manner and avoid public displays of affection at school, on the bus or at school functions. Blatant or repeated acts will result in disciplinary action.

**Responsibility of Student to Remain in Designated Areas**

As a matter of safety and welfare, students must report to and remain in areas assigned to them by their schedule. It is especially important that students refrain from going to areas that are “off limits”, such as the parking lots. Likewise, students are never to be off school property unless they have been appropriately dismissed by school authorities. Failure to follow these guidelines will result in assignment of appropriate discipline. Additionally students will be penalized for class cutting.

**School Materials and Property (as per Seneca Valley policy #224)**

Students are responsible for the proper care of all books, one-to-one devices, supplies, furniture, and buildings. Because these materials represent a major investment of the school district, students should immediately report lost, stolen, or damaged items to their teacher. If books or supplemental materials are damaged or not returned, students will be charged a replacement or rebinding fee for the damage or loss. Students who damage property will be required to make restitution and may be subject to disciplinary action. Students are not permitted to access teachers’ desks, cabinets, computers, papers, or personal belongings. Unauthorized student use of, or possession of, school keys will be dealt with in accordance with the discipline policy.

**Smoking and Tobacco Products (as per Seneca Valley Policy #222)**

Possession or use of tobacco products including matches, lighters, electronic cigarettes, and vape pens on school property or at school-sponsored events is prohibited. Smoking or possession of tobacco products is a Level III offense in the discipline code with consequences including suspension, mandated education programs and possibly referral to the district magistrate. For purposes of this policy, electronic cigarette means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

**Substance Use/Abuse (as per Seneca Valley Policy #227)**

We recognize that chemical abuse and dependency seriously impairs the ability of individuals to develop to their full potential. The Seneca Valley School District prohibits the use, misuse, possession of, receiving, selling, being under the influence of or distribution by students of drugs (controlled substance), “look-alikes”, drug paraphernalia, medication not registered with the health office, marijuana or alcohol. This applies to students on school property, school buses, or during activities under school district jurisdiction. Students in violation of this policy will be subjected to the appropriate disciplinary action and procedures as defined in the District’s policy. Students suspected of any illegal activities will be referred to the proper law enforcement agency. All students taking medication must register it with the school nurse at the beginning of the school day.

**Vandalism and Theft (as per Seneca Valley Policy #218)**

Vandalism and theft are classified according to the Student Discipline Code. These acts are clearly criminal and are so serious that they require administrative actions and may require the intervention of law enforcement authorities.



### **Weapons and Dangerous Instruments (as per Seneca Valley policy #218.1)**

To ensure the safety of all persons in the Seneca Valley Schools, no student is permitted to have in his/her possession or on school premises any weapons or dangerous instruments. The school premises means each school building and grounds, school buses, or any premises, grounds, vehicles or vehicles used for official school purposes. This policy is also in effect for all school sponsored events and activities. Weapons and replicas of weapons are forbidden on all school premises and at school sponsored events and activities.

Weapons under the control of law enforcement personnel are permitted. The superintendent may also authorize other persons to possess weapons in school buildings under prescribed special conditions, or for closely supervised activities, i.e. rifle team or plays.

“Weapons and Dangerous Instruments” shall include, but not be limited to, firearms, knives, cutting instruments, cutting tools, nunchakus, shotguns, rifles, metal knuckles, straight razors, explosives, noxious irritating or poisonous gases, poisons, drugs or other implements capable of inflicting serious bodily injury or items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Any unauthorized loaded or unloaded firearm or dangerous weapon/instrument possessed on or about a person while on district property is subject to seizure or forfeiture. Violations of this policy will be reported to the student’s parent/guardian. Law enforcement agencies will be notified and intervention requested. The building principal will notify the Superintendent and initiate appropriate disciplinary actions.

Students who are found guilty of violation of the weapons portion of this policy through a formal board expulsion hearing will be expelled from school for a period of not less than one (1) year. The Superintendent shall report such incidents relating to the expulsion to the Department of Education. The Superintendent may also recommend discipline short of expulsion on a case-by-case basis and/or require the student(s) to undergo extensive individual counseling.

method for providing consequences. Students are required to bring their personal device(s) to the school office immediately upon arrival to school and may be picked up after the end-of-school-day dismissal bell. *The school reserves the right to hold a confiscated item until a conference has been held with the student’s parent or guardian.*

### **Detention**

Detentions can be issued for violations of minor school rules and regulations, detentions last two hours. Students are expected to arrange their own transportation home after detention or ride the activity bus. Failure to attend an assigned detention will result in assignment to Saturday school or other discipline. Seniors must fulfill all obligations (including detentions) prior to graduation.

### **Saturday School**

Saturday School shall be assigned by a building principal or dean of students as an alternative method for providing consequences. The Saturday School operates in the Intermediate High School Building from 9 AM -11 AM. Students must be on time to the program, must have educational work, and must provide their own transportation. Failure to attend an assigned Saturday School will result in further disciplinary action.

### **In-School Intervention (ISI)**

In-School Intervention (ISI) is the implementation of restorative practices in disciplinary matters. ISI can be assigned by a building principal or Dean of Students. Students that are assigned to ISI will participate for a full school day and take part in three periods of restorative practice and spend the remaining periods of the school day working on class assignments. Students will engage in a series of activities with three separate but linked goals: 1) the student will acknowledge the antecedent and consequence from which the offense occurred; 2) the student will propose an alternate PATH when the antecedent presents itself again; and 3) the student will write a reflection about their understanding of the consequence (i.e. the reinforcing element) either in paragraph, in a graphic organizer, or through self-recording. All of these goals are rooted in the intent to encourage self-analysis and to repair the harm caused by the offense.

**Suspension (as per Seneca Valley policy #233)**

Students assigned to suspension are not permitted to participate in or attend school sponsored activities or athletic events or be on school property during their suspension. Students shall be permitted to make up work missed while being disciplined through temporary or full suspension. Make-up work will be the student's responsibility and must be attended to immediately upon his/her return to school.

Temporary suspension shall mean exclusion from school for an offense for a period of one, two or three days by the administrator in charge. The student shall be informed of the reasons for the suspension and shall be given an opportunity to respond before the suspension becomes effective.

Full suspension shall mean exclusion from school for an offense for a period of four to ten school days. The suspension shall be preceded by an informal hearing before the administrator in charge, and with the student and the student's parents or guardians. The purpose of the informal hearing will be to enable the student to give his/her side of the case and to encourage the student's parents or guardians to meet with the principal. At the informal hearing the following due process requirements are to be observed:

- A. Notification of the reasons for the suspension in writing, given to the parents or guardians and to the student.
- B. The right to question any witnesses.
- C. The student's right to speak and produce witnesses on his/her behalf.

Expulsion – Expulsion shall mean exclusion from school for a period exceeding ten school days, and may be permanent expulsion from the school rolls. In cases involving a possible expulsion, the student is entitled to a formal hearing. The hearing may be held before the entire Board of School Directors or a duly authorized Committee of the Board. A majority vote of the entire Board is required to expel a student.

**Discipline Records**

Student disciplinary records/files are kept in the administrative office. Records and verified reports of students involved in recurrent or serious infractions will be maintained beyond the end of the school year. These records may be referenced and included in determining future disciplinary actions for a student.

## **TRANSPORTATION**

**Bus Transportation (as per Seneca Valley Policy #810)**

Riding a school bus is a privilege and not a right. Proper behavior is an absolute necessity while riding on the bus. Don't compromise your safety or the welfare of others. Be considerate. Be responsible. Prohibited activities on the bus include, eating food, drinking beverages, and the use of tobacco products, e-cigarettes and vape pens. Student seating assignments will be made at the discretion of the bus driver. Students who are involved in any bus misconduct may lose their riding privileges. If an incident occurs on the bus between students, please contact the school your child attends. The school administrator will investigate the concern. Those who are suspended from the bus are still mandated to attend school. If you have a concern regarding the vehicle your child is riding or the bus driver, please call ABC Transit at (724) 473-4500 or the Transportation Department at (724) 452-6040, ext. 1758. Students should be at their bus stop five (5) minutes prior to the scheduled arrival of their bus in the morning.

**Audio and Video Monitoring (as per Seneca Valley Policy #810.1)**

The district has adopted a policy that authorizes audio and/or visual recording on school buses or school vehicles for disciplinary or security purposes. The audio/video recordings on school vehicles would be exempt from disclosure under the Public Right to Know Law because such recordings constitute an educational record protected from disclosure by FERPA. Principals, their designees, bus garage managers and transportation department personnel are the only people allowed to view the recordings. Law enforcement may also view the recordings if school officials deem necessary. Each school bus or school vehicle with audio and/or visual recording devices, will post a notification in clear sight so driver and passengers understand their actions and communication may be recorded. The audio and/or video recording will not be operating if the vehicle is used for other purposes not school related. Recording audio or video from an electronic personal device on the bus is prohibited and students may be disciplined for such action.

### **Temporary Change for Student Transportation (as per Seneca Valley Policy #810)**

The school does not provide transportation for a student to go to work, music lessons, dance classes, gymnastics, to visit a friend, or go to a friend's house so a parent can drive to an after school event. Examples of requests that will be approved are: A death in the family, the hospitalization of an immediate family member, or when a temporary guardian is needed due to a parent(s)/guardian(s) being absent from home. Requests for "Exceptions" to transportation can be made by accessing "Transportation Requests" on the Transportation Department website <http://www.svsd.net/domain/105>. The links to transportation requests will be on the left of the web page. Each written request will be evaluated on an individual basis by the Transportation Director. The district will not add additional buses or loading zones (bus stops) or alter established routes to accommodate an individual transportation request. Any change is dependent upon the availability of space on the alternative bus. Unless a request arises from an emergency situation, requests for changes in transportation assignments must be made in advance and will not be granted on the date of the request. Processing requests may take three to five business days to complete.

### **Contacting Transportation**

During the school day, contact the Transportation Department at 724-452-6040 ext. 1758. For bus emergencies, before 8:00 A.M. and after 4:00 P.M. Contact ABC Transit (724) 473-4500 or Valley Lines 724-473-4411. The company name is on the side of the vehicle.

### **Daycare (Alternate Stops) or Custody Agreements (as per Seneca Valley Policy #810)**

Alternative stop requests- The deadline to provide the transportation department of an alternative stop for the 2019-2020 school year is August 9, 2019. No requests for alternative stops will be taken during the first few weeks of school. Parents missing the deadline will be responsible for transportation. We will begin taking requests again on September 16, 2019.

Parents sharing equal custody of a child or parents needing daycare before and/or after school, may need an alternative stop location. However, only one alternative stop location can be requested. An alternative stop is only set up in the case of a custody agreement or daycare. Parents and/or guardians need to alert the transportation department of an alternate address if needed. The days for an alternative stop need to be consistent each week. No alternating Fridays are accepted. All alternative stops will be deleted at the end of the school year and parents will need to submit a request for an alternative stop before the beginning of the following school year.

### **Activity Bus**

The secondary activity bus provides transportation home for students in supervised after-school activities. The secondary activity bus does not go into housing developments, but rather stays on main roads within the district. Students must know their street address and relative location before boarding the activity bus. These buses depart Seneca Valley secondary schools on Monday through Friday at 5:15 p.m. Copies of bus stops are available in the secondary building offices. For more information on activity bus schedules, please contact the transportation department at <http://www.svsd.net/domain/105>. Click on departments and from the drop down menu, click on Transportation. The links to "Activity Buses" will be on the left of the web page

**BELL SCHEDULE**

	<b>REGULAR SCHEDULE</b>	<b>COMMUNITY MEETINGS/ ACTIVITY PERIOD SCHEDULE 2<sup>nd</sup> &amp; 3<sup>rd</sup> Tuesday</b>	<b>2-HOUR DELAY</b>
<b>Period A</b>	<b>7:25-7:55</b>	<b>7:25-7:55</b>	<b>9:25-9:55</b>
<b>Period 1</b>	<b>8:01-8:41</b>	<b>8:01 – 8:39</b>	<b>10:01-10:26</b>
<b>Period 2</b>	<b>8:45-9:25</b>	<b>8:43 – 9:21</b>	<b>10:30-10:55</b>
<b>Period 3</b>	<b>9:29-10:09</b>	<b>9:25 – 10:03</b>	<b>10:59-11:24</b>
<b>Period 4 (Lunch)</b>	<b>10:13-10:53</b>	<b>10:07 – 10:45</b>	<b>11:28-11:58</b>
<b>Period 5 (Lunch)</b>	<b>10:57-11:37</b>	<b>10:49 – 11:27</b>	<b>12:02-12:32</b>
<b>Period 6 (Lunch)</b>	<b>11:41-12:21</b>	<b>11:31 – 12:09</b>	<b>12:36-1:06</b>
<b>Period 7 (Lunch)</b>	<b>12:25-1:05</b>	<b>12:13 – 12:51</b>	<b>1:10-1:35</b>
<b>Period 8</b>	<b>1:09-1:49</b>	<b>12:55 – 1:33</b>	<b>1:39-2:04</b>
<b>Activity Period</b>		<b>1:33 – 1:51</b>	
<b>Period 9</b>	<b>1:53-2:33</b>	<b>1:55 – 2:33</b>	<b>2:08-2:33</b>

**AMENDMENTS TO THE HANDBOOK**

It is possible that after printing this handbook corrections or changes may be made. Students are expected to abide by the most up to date version of this handbook. The latest version is always available on the intermediate and senior high school webpages at [www.svsd.net](http://www.svsd.net).