

# ***Keith Valley Middle School Student/Family Handbook 2025 – 2026***

## **KEITH VALLEY MIDDLE SCHOOL**

is a place where  
**everyone** fits **everywhere**  
and is  
**valued** and **accepted**  
for  
**who they are!**

*Meetinghouse Road • Horsham, PA 19044 • 215-420-5050*

## **KEITH VALLEY MIDDLE SCHOOL**

### **Student/Family Handbook 2025-2026**

**A NATIONALLY – RECOGNIZED  
“BLUE RIBBON” SECONDARY SCHOOL**

**Jonathan Kircher**  
Principal

**JoEllen Paldino, Ed.D.**  
Assistant Principal  
6th Grade

**Kai Coleman-Morris, Ed.D.**  
Assistant Principal  
7th Grade

**Stephanie Costello**  
Assistant Principal  
8th Grade

## **Table of Contents**

Keith Valley Middle School/Hatboro-Horsham School District Information	pg. <a href="#">1-6</a>
Keith Valley Information	
• General	pg. <a href="#">7-9</a>
Academic Information	pg. <a href="#">10-14</a>
Special Services	
• Services - Special Education/Counseling/Health	pg. <a href="#">15-20</a>
Keith Valley Information	
• Athletics and Extra-Curricular Activities	pg. <a href="#">20-22</a>
• General Information	pg. <a href="#">22-31</a>
• Student Code of Conduct	pg. <a href="#">32-36</a>
○ Bullying – Prevention Guidelines/Harassment	pg. <a href="#">37</a>
○ Bullying & Cyberbullying/Anti Hazing	pg. <a href="#">37-39</a>
Other General Information	pg. <a href="#">40</a>
• Integrated Pest Management Plan	
• District Asbestos Management Plan	
• Glossary of Terms	pg. <a href="#">40-41</a>

## **PRINCIPAL'S MESSAGE**

Dear Parents and Students,

Welcome to Keith Valley Middle School and the **2025-2026** school year! Our teachers, administrators, and staff members are looking forward to working with you and sharing your middle school experience.

As you go through this year, you will find that our faculty and staff are committed to the success of all students, providing students with the opportunity to learn, grow, and have fun in a safe and supportive environment. KV is a truly student-centered Middle School!

Please take the time to read through these important sections of our handbook. It will answer questions and provide guidance for you throughout your years here at KV. Most importantly, students are responsible for knowing the contents in this book.

Best of luck in the **2025-2026** school year!

Sincerely,

Mr. Jonathan Kircher, Principal

**KEITH VALLEY MIDDLE SCHOOL SEEMS**

## **Vision Statement**

### **Keith Valley Middle School: Hatters Set the PACE!**

#### **Personal Academic Civic Excellence**

## **Mission Statements**

### **1. Personal Excellence**

#### **a. Everyone is respected and appreciated.**

- i. The Keith Valley Community will foster a sense of pride in and ownership of the school's climate and culture.
- ii. Keith Valley is a bully-free school! Students and staff understand the effects, impacts, and consequences of bullying.
- iii. Students, parents, and staff understand that everyone has the right to feel safe and accepted at Keith Valley.
- iv. The Keith Valley Community will foster and demonstrate good manners, appropriate language, proper school attire, and positive peer interactions.
- v. Clear and consistent communication is vital to the success of Keith Valley Middle School.

#### **b. Everyone is responsible and accountable.**

- i. Everyone will be held accountable for his/her actions according to school and district procedures and policies. The consequences are consistent throughout the school community.
- ii. Students, staff, families, and community members take ownership of personal behavior.
- iii. A comfortable, safe, and student-centered environment will be found in every classroom.
- iv. Each student and staff member will be encouraged and expected to work up to his/her fullest potential.
- v. Teachers are responsible for creating meaningful and relevant assignments. Students are responsible for timely, neat, and accurate completion of assignments. Families will create and support a positive educational environment in the home.

### **2. Academic Excellence**

#### **a. Learning is everyone's responsibility.**

- i. We believe that we are a community of learners and therefore should continue to learn each day.
- ii. In classrooms, teachers will use a variety of engaging, meaningful, challenging activities that foster curiosity, encourage creativity, and assess student learning.
- iii. Learning is a partnership among students, teachers, parents, and community members.
- iv. We believe that a student's family must play an active role in their child's education.
- v. Every student is capable of demonstrating growth and being a successful learner.

### **3. Civic Excellence**

#### **a. Keith Valley Middle School is an extension of our world.**

- i. The Keith Valley Community fosters and demonstrates manners and appropriate social skills.
- ii. Families and schools must work together to prepare students to compete and succeed in a diverse, global society.
- iii. The Keith Valley students, parents, and staff demonstrate commitment to our local community and are environmentally aware.
- iv. At Keith Valley, differences are accepted by everyone.
- v. We believe that acts of generosity and kindness, no matter how small, make the world a better place.

**SCHOOL BOARD DIRECTORS**

Jennifer Wilson, President  
David P. Brown, Vice-President  
Theresa E. Brown, Treasurer

### **Members**

Tara Conner-Hallston	Denise J. Schultz
Susan E. Hunsinger-Hoff	Erin B. Stroup
Maggie A. Kistner	Erin K. Whalen

### **CENTRAL ADMINISTRATION**

Dr. Scott Eveslage, Superintendent  
Dr. Ted Domers, Assistant Superintendent  
Dr. Andre' McLaurin, Director of Educational Programming  
Dr. David Weber, Director of Curriculum  
Dr. Brea D'Angelo, Director of Educational Affairs  
Dr. Ryan Thomas, Supervisor of Curriculum  
Christine Jenkins, Supervisor of Curriculum  
William Stone, Director of Business Affairs  
Christine Welsh, Director of Human Resources  
Kimberly Myers, Director of Special Education & Special Services  
Brigid Brady, Supervisor of Special Education  
Dana Boccella, Supervisor of Special Education  
Patricia Eichert, Supervisor of Special Education

## **SCHOOL DISTRICT OF HATBORO-HORSHAM**

### **MISSION STATEMENT**

The School District of Hatboro-Horsham will prepare and challenge all students to excel academically and to develop social skills and creativity by providing exemplary and innovative educational programs through a supportive collaboration of educators, students, parents, and community stakeholders.

### **VISION STATEMENT**

Hatboro-Horsham School District is comprised of a cohesive, supportive group of dedicated staff, students, parents, and community members united in our commitment to pursue excellence in education. We intend to realize our highest potential as an educational community by setting clear, measurable goals, employing best practices, engaging in effective communication, and utilizing resources wisely. We will use our successes as a catalyst for future growth, change, and improvement.

### **EDUCATIONAL VALUE STATEMENTS**

#### **STUDENTS**

***We believe the role of the students is to...*** \*Engage in all aspects of their education and take full advantage of the wide range of opportunities provided. \*Demonstrate respect, empathy, and care for their peers and all members of the school community. \*Contribute to the safe, consistent, and respectful community established throughout the district.

#### **STAFF**

**We believe the role of teachers and all staff is to ...** \*Provide a safe, consistent, fair, and respectful classroom environment that encourages a life-long passion for learning. \*Model strong communication and problem-solving skills. \*Actively participating in their ongoing professional development.

**ADMINISTRATION**

**We believe the role of administrators is to...** \*Be the visible liaison between all stakeholders while providing consistent, quality leadership and vision across the district that fosters a cooperative, collaborative educational climate. \*Facilitate quality instruction by providing constructive supervision and resources to foster continued teacher professional development. \*Cultivate the character and climate of individual buildings as coordinated with larger district goals.

**PARENTS**

**We believe the role of parents is to...** \*Provide for their children’s basic needs, thereby enabling them to come to school ready to learn. \*Model positive behaviors and habits regarding education and learning. \*Actively participate in understanding their children’s learning experiences and to utilize school resources as advocates in their children’s education.

**COMMUNITY**

**We believe the role of the community is to...** \*Actively support our schools by providing funding and governance, contributing expertise, and providing learning opportunities and resources. \*Provide role models for students of productive citizens through volunteerism and a sense of shared responsibility towards education. \*Celebrate the achievements of the school community.

**IMPORTANT CONTACTS**

Attendance Office	215-420-5071
Attendance Line to report an absence	215-420-5196
Registrar/Main Office	215-420-5075
School Nurse	215-420-5295
Main Office	215-420-5194
6 <sup>th</sup> Grade Office	215-420-5059
7 <sup>th</sup> Grade Office	215-420-5055
8 <sup>th</sup> Grade Office	215-420-5075
Athletic Director’s Office	215-420-5055
Transportation	215-420-5451

**QUALITY ASSURANCE REVIEW PROCESS**

In the event a student and/or parent encounters a problem or has a concern about school operational practices, the following should be followed to ensure an equitable solution:

Step 1. Discuss the matter with the staff member who is closest to the source of concern.

**IF UNRESOLVED...**

Step 2. Parents or guardians may contact the Guidance Counselor (if applicable).

Step 3. Parents or guardians may contact the Assistant Principal (if applicable).

Step 4. Parents or guardians may contact the principal.

Responses to initial inquiries/contact will be made within 24 hours. Appeals shall be heard within five (5) working days.

**KV GENERAL INFORMATION**

## **BUS TRANSPORTATION**

The bus privilege is open to those who can ride properly, with the safe operation of the bus foremost in their minds. Riding the bus is a privilege, not a right. Those students abusing this privilege will face the possibility of consequences, including the removal of bus privileges. Late buses run Monday through Friday.

Requests for students to travel home on another bus other than their originally assigned bus, will only be honored for **EMERGENCY purposes**. Students should present a note from their parent/guardian to the secretary in their grade level principal's office.

### **Rules for School Bus Riders**

1. School buses will pick up and drop off students only at designated stops as determined by the Transportation Department.
2. Students are required to be at their stop five (5) minutes prior to their scheduled pick-up time.
3. Students should stand on the sidewalk or safe area until the bus arrives and stay out of the road while waiting for their bus.
4. Students should be considerate of private property and stay off the lawns of neighbors at the bus stop.
5. Students must wait for the bus to come to a complete stop before starting to board. Boarding should be done in an orderly manner. Do not push or shove while boarding or disembarking the bus.
6. Students should look both ways before crossing the street to board the bus.
7. If students are late, they should never run after a moving school bus.
8. Any item too large to be held on a student's lap cannot be brought on the bus.
9. Students should remain seated at all times.
10. Eating or drinking is not permitted on the school bus.
11. Heads and hands should be kept inside the school bus at all times.
12. Aisles and emergency exits should be always kept clear.
13. Students should not throw any objects from the bus. Incidents such as this will be reported to the principal for disciplinary action.
14. Students should not deface or damage seats or other equipment on the bus. Students will be held liable for the costs associated with the repair.
15. Smoking, fighting, spitting, or the use of profane language is FORBIDDEN and may result in suspension or termination of bus privileges as determined by the principal.
16. The bus driver has the right to assign seats.
17. When disembarking the bus, students should cross in front of the bus where the bus driver can see them. Students should stay a safe distance away from the side of the bus.
18. Bus transportation is intended to bring students from home to school and from school to home. Other uses of district bus transportation are not allowed without permission from a principal.
19. Only assigned students may ride the bus.
20. Students are expected to be courteous and considerate to the bus driver and fellow students.
21. No adult/parent is permitted to board the bus for any reason unless prearranged.
22. Indecent conduct, loud or disruptive noise/language will not be permitted.
23. Skateboards are not permitted on the bus.
24. Musical instruments, science projects, etc. must be able to fit on the lap of the student without interfering with other students in the seat. If the item is too large, it is the parent's responsibility to transport it.
25. At school dismissal, once the bus doors are closed and we are directed to leave, no student will be permitted to enter the bus.

Late buses may be provided for students who take part in athletics. Please check with your coach or Jarrett Carr, Athletic Director, at 215-420-5136 for late bus information. Cleats are not permitted to be worn on the athletic/late buses at any time.

## **ARRIVAL**

All students should arrive at school before 7:50 am. Car riders and walkers should enter through the main entrance; bus riders will enter through the athletic entrance. Upon arrival, 6<sup>th</sup> grade will report to the Food Court, 7<sup>th</sup> grade will report to the learning stairs, and 8<sup>th</sup> grade will report to the auditorium.

### **DISMISSAL**

All bus students will exit the building through the athletic entrance. Car riders will exit from the main entrance. Walkers will be dismissed from the main entrance or the athletic entrance. Students must have written permission to leave the school in a vehicle driven by anyone other than their parent/guardian.

### **LEAVING THE BUILDING**

No pupil is allowed to leave the school building or property during school hours without permission. The Horsham Police will be called, and the student will be returned to Keith Valley Middle School. Parents will be notified.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

If you have a change of address or telephone number during the year, inform the Registrar/Main Office secretary at 215-420-5075 so the emergency information can be changed. For changes of primary address, documentation will be required. If your address changes over the summer break, please inform the Registrar/Main Office secretary as soon as possible.

### **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER**

Tune to radio station KYW 1060, check the district's website at [www.hatboro-horsham.org](http://www.hatboro-horsham.org), check your texts or emails for a district blast. Please do not call anyone connected with the schools for such information.

### **EMERGENCY DRILLS**

The spirit of emergency drills is to practice with a purpose. Each drill will be planned to meet different challenges that may occur in a real crisis situation. During the school year, there will be a minimum of one drill a month and an extra familiarization drill in September. These drills include, but are not limited to, the following emergency actions: fire, lockdown, shelter in place, evacuation, as well as severe weather scenarios. Parent/student reunification and recovery methods are also planned and discussed. Records of these drills are maintained by the school through the safety office and the Fire Marshal.

<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
Homeroom 8:00 - 8:15	Homeroom 8:00 - 8:15	Homeroom 8:00 – 8:15
Period 1 8:15 – 9:20	Creative Arts/Wellness 8:20 – 9:45	Period 1 8:15 – 9:25
Period 2 9:20 - 10:25	Period 2 9:50 – 10:50	Period 2 9:25 – 10:25
Period 3 10:25 – 11:25	Period 3 10:50 - 11:50	Creative Arts/Wellness 10:30 – 11:55
<b>LUNCH</b> <b>11:25 – 11:55</b>	<b>LUNCH</b> <b>12:00 – 12:30</b>	Period 6 12:00 – 1:00
Period 5 12:00 – 1:05	Period 5 12:35 – 1:35	<b>LUNCH</b> <b>1:00 – 1:30</b>
Creative Arts/Wellness 1:10 – 2:35	Period 6 1:35 – 2:35	Period 1 1:30 – 2:35
PACE 2:35 – 3:00	PACE 2:35 – 3:00	PACE 2:35 – 3:00

**SCHOLASTIC PROGRESS REPORTS  
MARKING PERIODS**

<b>2025 – 2026</b> <b>9/3/25 – 6/15-17/26</b>		
<b>Quarter 1</b> <b>9/2/25-11/7/25</b>	<b>Quarter 2</b> <b>11/10/25-1/28/26</b>	<b>Quarter 3</b> <b>1/29/26-4/10/26</b>

<b>Secondary Reporting Periods 6-12</b>	
<b>End of Quarter 1</b>	<b>November 7, 2025</b>

Grade Verification and Finalization	November 10, 2025
Report Cards Available	November 12, 2025
High School Semester 1 Parent-Teacher Conferences	October 16, 2025 October 17, 2025
Keith Valley Parent Teacher Conferences	November 24th and November 25th
<b><i>End of Quarter 2/ Semester 1</i></b>	<b><i>January 28, 2026</i></b>
Grade Verification and Finalization	January 30, 2026
Reports Card Available	February 4, 2026
Keith Valley Parent-Teacher Conferences	March 13, 2026
High School Semester 2 Parent-Teacher Conferences	March 16, 2026
<b><i>End of Quarter 3</i></b>	<b><i>April 10, 2026</i></b>
Grade Verification and Finalization	April 13, 2026
Report Card Available	April 15, 2026
<b><i>End of Quarter 4/Semester 2</i></b>	<b><i>June 15-17, 2026*</i></b>
Grade Verification and Finalization	June 17, 2026
Report Card Available	June 19, 2026
<b>*Last student day subject to change due to weather emergencies.</b>	

**ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION**

The Hatboro-Horsham School District supports the responsible use of Artificial Intelligence (AI) tools to enhance teaching, learning, and student support. AI will be utilized to enhance academic instruction, foster digital literacy, and prepare students for future challenges, while safeguarding student privacy and upholding academic integrity.

Magic School AI is a district-approved educational platform designed for students in grades K–12. It may be used, under teacher supervision, for:

- Homework help and tutoring
- Writing and research support
- Concept review and study tools
- Creative projects
- Skill-building and personalized learning

### **Student Expectations**

Students must:

- Use only district-approved AI tools as directed by teachers
- Follow class guidelines for AI use
- Avoid entering personal information
- Properly cite AI-assisted work
- Report inappropriate content or issues to staff

AI Use Guidelines

- AI tools are meant to assist, not replace, teachers or student work
- Only district-authorized tools may be used
- All AI use must align with privacy laws (e.g., FERPA, COPPA)
- Misuse may lead to disciplinary action or loss of access

All students will receive guidance on the ethical use of AI, recognizing AI limitations, and protecting their privacy. For full details, refer to the District’s AI Policy (815.1)

## **PROGRAM OF STUDIES**

There are five 60-minute blocks. Students take four academic courses daily and alternate Physical Education class with Creative Arts classes for the fifth block. In grades six, seven, and eight, Language Arts (English and Reading), Mathematics, Science, and Social Studies are taught all year. French and Spanish are taught in the Creative Arts Rotation.

## **ACADEMIC COURSE DESCRIPTION**

### **LANGUAGE ARTS**

All students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades will participate in a wide variety of literary experiences designed to meet the PA Standards for Language Arts. They will read independently for many different purposes including interpretation of literature, for learning in all content areas and developing a lifelong habit of reading. Through both teacher selected and self-selected books, students will increase their understanding of vocabulary, comprehension, and the function of the English language. Listening skills will be stressed along with speaking in both formal (speech/presentation) and informal (discussions) situations. Students will continue their study of the writing process through the different modes. They will work to improve the quality of their writing with lessons on focus, content, organization, style and the conventions of spelling, grammar, and punctuation. Interdisciplinary projects will involve research and the use of technology to select a topic and locate and organize and present the information which demonstrates learning. The Language Arts curriculum challenges every student to realize his or her maximum potential and to acquire the knowledge and skills needed for the 21<sup>st</sup> Century.

### **SOCIAL STUDIES**

#### **6<sup>TH</sup> Grade Social Studies**

The sixth-grade Social Studies curriculum focuses on the study of the ancient civilizations of Mesopotamia, Egypt, Greece, Rome, and the Middle Ages. Emphasis is placed on the cultural characteristics of these civilizations, including government, communication, religion, art and architecture, entertainment, education, and transportation.

#### **7<sup>TH</sup> Grade Social Studies**

The seventh-grade Social Studies curriculum is divided into three units: Geography of America's Past, Colonial Life and the American Revolution, and the Constitution in a New Nation.

The geography unit reviews basic geography by developing an understanding of the five themes of Geography. Students will develop an awareness of how America's physical landscape affected Native American & Colonial settlement. The remainder of the course is an introduction to American History, examining colonial life, the American Revolution, the writing and execution of the Constitution, and the growth of a new nation.

### 8<sup>th</sup> Grade Social Studies

The eighth-grade Social Studies curriculum continues the exploration of America's past, focusing on the 19<sup>th</sup> century. Students will examine the expansion of the United States, the Reform Movement, the Civil War, Reconstruction, the growth of Industrial America, and Immigration. By using critical thinking skills, students will identify themes and make interpretations of history through writing and role-playing activities.

## **SCIENCE**

The science program in the middle school is designed to encourage students to participate in the exploration of science while meeting Pennsylvania Academic Standards. A variety of multimedia teaching techniques include hands-on labs, demonstrations, computer technology, projects, and videos to enhance the core texts and support materials at each grade level. Students discover and explore science in a safe, guided environment and solve problems using the Scientific Inquiry process. These exploratory courses lay the foundation for more in-depth study in later years.

**In Grade 6**, Physical Science concentrates on the study of chemistry, force, motion, energy, electricity, magnets, and renewable and nonrenewable resources.

**In Grade 7**, Life Science concentrates on the study of the classification of organisms, comparative anatomy, structure and function of cells, genetics, and interactions of living things. The microscope is used to enhance the students' learning of different types of cells.

**In Grade 8**, Earth and Space Science concentrates on the study of astronomy, geology, and meteorology. Use of the planetarium will expand students' knowledge of the Solar System.

## **MATH**

### Math 6

In sixth grade, students learn key concepts along the progression toward algebra. Ratios and proportions emerge as a new domain of study, where students explore and reason with ratios and rates in order to solve problems. Sixth graders will also investigate negative numbers for the first time and round out their study of the rational number system. Work with numerical expressions extends to algebraic expressions, which sets students up to solve one-step equations and inequalities. Students will also continue their study of area and volume of geometric shapes and will learn how statistics can be used to better understand data about our world.

### Math 7

In seventh grade, students extend and apply many of the concepts they've learned in sixth grade in order to discover new types of relationships, new and efficient ways to solve problems, and new ways to analyze and look at data and associations. Students will investigate proportional relationships and use this understanding to solve real-world problems involving discounts, interest, taxes, and scale drawings. Building off of their sixth-grade understanding of integers, seventh-grade students will apply the properties of operations to all rational numbers in order to efficiently and thoughtfully work with the number system, including how it applies to expressions and equations. Additionally, students study figures, lines, and angles in two-dimensional space, investigating how these figures are measured. Lastly, students will learn to question what it means to be a representative sample of a population and how to effectively compare different populations.

### Math 7/8

In Math 7/8, students cover all the concepts from the 7<sup>th</sup> grade math course and extend their learning to include solving multi-step algebraic equations and inequalities. They broaden their understanding of the Number System to include irrational numbers which allows for the study of square roots, cube roots, and the Pythagorean Theorem. The course also includes an exploration of congruence and similarity by studying transformations of figures in the coordinate plane. Students also analyze representations of bivariate data and learn to simplify complex-looking exponential expressions.

### 8<sup>th</sup> Grade Math

In eighth grade, students extend their understanding of proportional relationships to include all linear equations, and they consider what a “solution” looks like when it applies to a single linear equation as well as a system of linear equations. They learn that linear equations can be a useful representation to model bivariate data and to make predictions. Functions emerges as a new domain of study, laying a foundation for more in-depth study of functions in high school. Students also broaden their understanding of the Number System to include irrational numbers. This new understanding supports students as they study square roots, cube roots, and investigate the Pythagorean Theorem. Lastly, students explore congruence and similarity by studying transformations of figures in the coordinate plane and the volume of 3-D figures.

### **Algebra I**

Algebra 1 formalizes and extends students’ understanding and application of functions. Students become proficient at manipulating and solving single-variable linear equations and inequalities, and at using them to model and interpret contextual situations. Students then take a deeper look at piecewise functions and absolute value functions, and study how transformations of functions can be identified graphically and represented algebraically. Next, students extend their understanding of properties of exponents to include rational exponents and radicals, and to investigate rates of change in linear and exponential sequences and functions. Lastly, students investigate and understand the features that are unique to quadratic functions, and they learn to factor quadratic equations in order to reveal the roots of the equation.

## **ELD - ENGLISH LANGUAGE DEVELOPMENT**

The Hatboro-Horsham School District will provide non-English or limited English (ELD) students with English language instruction and cultural orientation. The goal of the ELD Program is to have students attain English language proficiency that will enable students to meet with success.

Families who are new to the district will be asked to complete a Home Language Survey as part of the registration process. Information from the survey will be used as a first-level screening to ascertain if the student may require additional assessment to determine if he/she is eligible for ELD services. In addition to providing ELD services to students, the school district will provide interpretation services for family conferences and other school-related activities. The Hatboro-Horsham School District ELD Program meets the requirements of the No Child Left Behind Act and aligns with the Pennsylvania Academic Standards for Reading, Writing, Speaking, and Listening. If you would like additional information about the Hatboro-Horsham School District ELD Program, please contact Dr. Ryan Thomas ([rthomas@hhsd.org](mailto:rthomas@hhsd.org)), Supervisor of Curriculum at 215-420-5010, or Ms. Jesly George ([jgeorge@hhsd.org](mailto:jgeorge@hhsd.org)), Coordinator of the ELD program, at 215-420-5759.

## **WORLD LANGUAGE**

The purpose of the program is to acquaint all grades with the culture and language of the French and Spanish-speaking parts of the world. Students will study various aspects of these languages, lifestyles, and values of their cultures in a variety of ways. Students will have the option of completing Spanish I or French I prior to attending high school.

## **CREATIVE ARTS**

6th-grade students will experience the creative arts rotation as an exploratory class. Students will have the opportunity to participate in World Language, Art, Music, Family Consumer Science, and STEAM.

7th-grade students will have the opportunity to select a major in their Creative Arts classes at the end of their 6<sup>th</sup>-grade year. Creative Arts classes that are not selected as a major will be offered as a minor class.

8th-grade students will participate in the final round of Creative Arts classes during the 2025-2026 school year. Students will finish the sequence they started when they entered Keith Valley. This will be the final year for this sequence as Keith Valley moves into a new school for the 2025-2026 school year.

## **HEALTH & PHYSICAL EDUCATION**

The primary aim of the physical education program at Keith Valley is to improve the students’ quality of life. It is our hope that students will enjoy some form of activity that they can incorporate into daily living to promote a healthier lifestyle. We offer a wide range of activities throughout the year, which includes team sports, lifetime sports, cooperative games, and individual challenges. Fitness assessment occurs twice a year. We stress preparation, active participation, cooperation, and effort, enabling each student to meet success, no matter what their individual skill level may be.

## **Health**

Health education is taught in every grade at Keith Valley. In sixth grade, the main theme is Wellness. Seventh grade concentrates on substance abuse and making wise decisions. Eighth grade focuses on disease prevention, including sexually transmitted diseases and AIDS. Our Human Reproduction Unit is taught in eighth grade. Although the emphasis shifts with each grade level, Drug and Alcohol prevention and making wise choices concerning controlled substances are common threads throughout the three-year health program.

## **Physical Education Regulations**

Physical education is state-mandated for all students. If a student cannot take P.E., they must present a medical excuse note from their family physician. When students are excused by a doctor, the excuse note must be given to the Attendance Office. To return to P.E. class, they must have a written release from their physician. When a student does not participate in P.E., whether excused or unexcused, he or she will be required to complete a reading and/or a writing assignment given by the P.E. teacher.

## **INSTRUMENTAL MUSIC**

Instrumental music lessons are available during the school day to students who have had previous instruction on a musical instrument and to students who wish to begin instruction. Weekly attendance is a requirement for participation in the band or orchestra program. Students are scheduled for a lesson once a week for thirty minutes and are expected to check the lesson schedule each week for their lesson time.

## **CONCERT BANDS**

Open to all students who have had previous experience on a band instrument (woodwind, brass, or percussion). All students who participate in their grade level Concert Band must take lessons on their primary band instrument during the school day. The Concert Bands participate in numerous performances each year, including the Winter Concert, All Band Night, and the Spring Concert. Students are expected to attend all performances, attend their weekly lesson, and spend time practicing at home each week.

## **JAZZ ENSEMBLE**

By audition only, the Jazz Ensemble is the advanced jazz group at Keith Valley. Students will participate in numerous community performances, including but not limited to band concerts, local jazz festivals, and Keith Valley events. The Jazz Ensemble is a year-long commitment and rehearses twice a week.

## **JAZZ BAND**

Any student with experience playing an instrument is invited to participate in the Jazz Band. No audition is required for participation in this ensemble. The Jazz Band rehearses year-round once a week after school.

## **KEITH VALLEY MARCHING UNIT**

Marching band runs from September to November. All band students can participate in the KVMU, where they will learn the fundamentals of marching and playing. Students prepare for parades, exhibitions, and community performances. Students who choose to play an instrument in the KVMU must participate in the Concert Band. The KVMU rehearses twice a week after school.

## **OUTDOOR FALL COLOR GUARD**

Outdoor Fall Color Guard runs from September to November. It is open to all students, regardless of previous experience. Works alongside the Keith Valley Marching Unit, performing at parades, exhibitions, and community events.

## **INDOOR WINTER COLOR GUARD**

Indoor Winter Color Guard runs from December to April. It is a competitive ensemble that consists of students from all grade levels. Participation in this organization is dependent upon a try-out. Rehearsals are held twice a week, and students participate in competitions beginning in February.

## **VOCAL MUSIC**

**6<sup>th</sup> Grade Chorus** is open to all 6<sup>th</sup> graders. Eligibility for continuing membership will be determined by the choral director. The chorus presents winter and spring concerts. Students are expected to attend all concerts.

**7<sup>th</sup> and 8<sup>th</sup> Grade Chorus:** 7<sup>th</sup> and 8<sup>th</sup> Grade Chorus is open to any student, but membership is limited by the number of participants. Eligibility for continuing membership is decided by the choral director. The chorus presents annual winter and spring concerts. Students are expected to attend all performances.

**Select Chorus:** By audition only. Ensemble auditions are in December of the school year.

GRADING SCALE			
100-97	= A+	77-79	= C+
93-96	= A	73-76	= C
90-92	= A-	70-72	= C-
87-89	= B+	67-69	= D+
83-86	= B	63-66	= D
80-82	= B-	60-62	= D-
		59-50	= F

Incomplete = I    Medical Excuse = M

### HONOR ROLL AND HONOR SOCIETY

***Distinguished Honor Roll = All A's in all subjects throughout the school year***

***Honor Roll = All A's and B's in all subjects throughout the school year***

To build on the honor roll and distinguished honor roll concept, the staff and administration at the Keith Valley Middle School have instituted Distinguished Honor Roll. In order to achieve this status and be honored at the end of the school year, a student must achieve Honor Roll status each marking period at Keith Valley

The National Junior Honor Society (NJHS) is a national premier organization established to recognize outstanding middle school students. The NJHS honors students who have demonstrated excellence in Scholarship, Leadership, Service, Character, and Citizenship. Seventh graders who meet membership criteria are invited to apply in the spring semester. Those selected as eligible are inducted in late spring. Eighth-grade members work diligently to maintain membership by achieving academic success, demonstrating good citizenship, displaying leadership in school and community activities, and participating in community service with the KV-NJHS and independently in the outside community.

### HONESTY AND INTEGRITY

Scholarship must be founded upon integrity. Students will be held responsible for standards of honesty and integrity in their academic work and in their dealings with fellow students and teachers. Students should understand why their own work, in tests or themes, for example, must be unquestionably their own.

#### **Cheating Policy**

Consequences for any student who has cheated on a given test or on a major assignment will be as follows:

1. The teacher will contact the parent and grade level administrator to discuss cheating incident and the consequences related to the incident.

#### **Plagiarism**

Plagiarism, the use of another's words, concepts, drawings, etc., without giving the proper credit, has become easier because of the copy and paste function of the Internet browsers and various software programs. However, it is a *serious* offense and will not be tolerated here at Keith Valley. Students are taught at all levels to acknowledge and clearly cite their sources of information. Following the guidelines of the Hatboro-Horsham High School policy on plagiarism, students must give proper credit and cite their sources under the following circumstances.

1. Quotations used that are word-for-word or paraphrased unless common knowledge.
2. Statistics, facts, drawings, or graphs that have not been done by the student himself.
3. Other people's ideas, opinions, themes, or theories.

Should plagiarism occur, the teacher will notify parents.

### **SPECIAL SERVICE COUNSELING**

The Keith Valley counseling service has as its aim the recognition of the dignity and worth of each individual and a respect for the differences that exist between individuals. The success of this program relies upon the development of relationships within the school community; hence, effective counseling depends on a team approach: student, parent, teacher, and counselor. Referrals to the counselor may come from parents, teachers, or administrators. Students may request an appointment with the counselor by leaving a note with the guidance secretary between classes, or before/after school. Students who have concerns about fellow students should contact a counselor or another KATS team member. All counselors are also members of the KATS teams.

**Guidance Services:** The counselors offer individual assistance in such areas as academic, social/emotional, and family issues. With parental permission, small groups of 6 – 8 students meet weekly for 6 sessions to discuss topics including Anger Alternatives, Grief and Loss, Study Skills, and Self-Awareness. Classroom guidance lessons are taught in all three grades, addressing areas such as Decision-Making, Mutual Respect, and Conflict Resolution. The Guidance Department is also responsible for arranging parent conferences, registering new students, coordinating Multi-Disciplinary Evaluations, and scheduling. Counselors remain with their students throughout 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade.

#### **2025-2026 Counselor Assignments are as follows:**

Dr. Osborne .....	6 <sup>th</sup> grade
Mrs. Lenthe .....	7 <sup>th</sup> grade
Mrs. Devlin .....	8 <sup>th</sup> grade

### **SPECIAL EDUCATION AND SPECIAL SERVICES**

The Office of Special Education and Special Services provides a variety of educational services to the students in the Hatboro-Horsham School District. These services are designed to meet the unique educational needs of our student population. Services include, but are not limited to, school counseling, school psychological services, nursing, resources for homeless students, school-based medical ACCESS programming, special education programming, and gifted education. Special Services staff members work collaboratively with the Office of Special Education to ensure a continuum of services for all students.

#### **SERVICES FOR PRE-SCHOOL AGED CHILDREN**

If a pre-school child is suspected of being eligible for early intervention, evaluation, and services are provided through the Montgomery County Intermediate Unit Early Intervention Services Department. Information can be obtained by calling 484-685-1856.

#### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) INTERVENTION TEAMS**

Each school has a MTSS Core Team consisting of teachers, the school principal, a school counselor, and a school psychologist. Children who are experiencing difficulties in school may be referred to the team. Parents/guardians are invited to participate in team meetings and may refer their child directly to the team for support. The function of the team is to develop strategies and procedures to utilize within the classroom. Attempts are made to meet the needs of the student within the regular education program through systematic interventions before referring a student for a multidisciplinary evaluation to determine eligibility for specialized services.

#### **STUDENT SCREENING**

All students are screened for visual and/or hearing difficulties by the school nurse. Speech and language and occupational therapy screenings may be requested by school staff or parents/guardians. These requests will be referred to the MTSS Core Team for review and consideration prior to a screening being completed.

#### **MULTIDISCIPLINARY EVALUATIONS**

During the MTSS pre-intervention process, a child may be referred for a multidisciplinary evaluation (MDE). A MDE might include academic information, classroom functioning information, and a cognitive evaluation. Parents/ Guardians must give permission for the MDE to occur and may request a MDE by conferring with

the school principal. Parents/Guardians are an integral part of the multidisciplinary team. A MDE may be requested at any time and will be completed as required by state regulations. All findings of a MDE are confidential and are maintained by the school as per the Family Educational Rights and Privacy Act of 1974. If the MDE shows that the student has a disability and requires specially designed instruction, an IEP Team meeting will be scheduled to develop a proposed program to meet the individual needs of the child.

### **PROGRAMS FOR GIFTED STUDENTS**

Students are identified individually and receive programs based on guidelines and regulations embodied in state law under Chapter 16. Those school-age students who possess superior cognitive scores and/or meet multiple criteria indicating gifted ability (which includes consideration of cognitive measures) may receive services if the student requires specially designed instruction that is not available in the general curriculum. If we suspect your child may qualify for gifted support services, you will be notified of screening and evaluation procedures. Parental requests for screening and evaluation should be made to your child's school counselor.

### **SPECIAL EDUCATION SERVICES**

Special education services are provided to identify exceptional students according to IDEA04. Learning support, emotional support, life skills support, autistic support, speech and language programs are operated by the school district. Related services and/or other specialized programs may be provided through contractors and/or local Intermediate Units. Evaluations for eligibility are completed by a Multidisciplinary Team. The determination of a specialized program for an eligible student is made by an Individualized Education Planning Team consisting of parents and educators. Questions regarding special programs may be referred to the Special Services Office at 215-420-5802.

### **SECTION 504/CHAPTER 15 SERVICE AGREEMENTS**

In compliance with State and Federal Law, the Hatboro-Horsham School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide access for a student to participate in and obtain the benefits of the school program. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services for protected handicapped students are distinct from those applicable to all exceptional students enrolled (or seeking enrollment) in special education programs.

### **SCHOOL-BASED MEDICAL ASSISTANCE**

If you are the parent or guardian of a student with an IEP who is under the age of 21 and has a learning, speech, physical, or mental health disability, you are eligible to apply for medical assistance for that child regardless of parental income. Please contact the office of Special Education at 215-420-5841 for more information.

### **STUDENT ASSISTANCE PROGRAM - SAP**

SAP is a team of certified and trained faculty members offering assistance to students K-12 who are having academic, behavioral, social-emotional, or other problems in school. The team also offers support for students through one-on-one meetings or student groups (such as drug and alcohol, changing families, open support, and anger management) with our community counselors. SAP accepts referrals from staff, students, and families. All SAP supports are voluntary. If you have questions about our programs, you can contact your school guidance counselor, administrator, or Dawn Tucker, the Coordinator of Special Services.

### **SUICIDE AWARENESS, PREVENTION, and RESPONSE – [Board Policy 819](#)**

Protecting the health and well-being of all students is of utmost importance to the Hatboro-Horsham School District. Students receive age-appropriate education on these topics, and supports is available for students at all grade levels in need of support. Policy 819, Suicide Awareness, Prevention, and Response, will guide practices to assist in protecting students through the following steps for students in grades 6-12:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in health classes.
- The district has a designated district suicide prevention coordinator, and each school has a designated building suicide prevention coordinator to serve students and families in crisis and in need of resources.
- Students and families have access to national and local resources that they may contact for additional support,

such as:

- The National Suicide and Crisis Lifeline – dial or text 988
    - [www.988lifeline.org](http://www.988lifeline.org)
  - Children’s Crisis 24 hour Mobile Hotline – 1.855.634.4673 (1.855.634.HOPE)
  - Teen Talk/Text line -Call 866.825.5856, or Text 215.703.8411
    - <http://www.accessservices.org/teen-talk-line/>
- Through a created school culture of respect and support, all are invited/encouraged to seek assistance for themselves and/or others.
  - For a more detailed review of [Policy 819](#) and the resources available, please go to the HHSD website.

### **HOME EDUCATION PROGRAMS**

As per Board [Policy 137](#), home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations. Families are not permitted to withdraw a student from school and conduct a home education program without prior authorization from the school district. Please contact the Office of Special Education and Special Services at 215-420-5802 for additional information.

### **HOMEBOUND INSTRUCTION**

As indicated in School Board [Policy 117](#), students who become ill or injured due to physical or psychological reasons during the school year may receive homebound instruction. A letter from a medical doctor or licensed psychologist requesting homebound instruction must be sent to the school counselor for students in grades K-12. The request for homebound instruction must include the cause of and specified time for the school absence in addition to an explanation as to how the condition prevents school attendance. When approved by the School Board, a certified teacher will be assigned, if available. Homebound services are not guaranteed and may not exceed a 3-month period of time unless an extension is approved by PDE. Those students receiving special education programming and students receiving supports through Section 504, should contact the Special Services Office at 215-420-5802 when requesting homebound services. All other requests for homebound instruction should be made through the child’s school counselor.

### **HOMELESS CHILDREN’S INITIATIVE:** (McKinney-Vento Homeless Assistance Act)

Pennsylvania’s Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. If you are homeless with school or preschool-aged children, please contact your child’s school counselor, Kimberly Myers, the district’s Homeless Liaison, or Dawn Tucker, the Coordinator of Special Services at 215-420-5802.

### **NONDISCRIMINATION**

The policy of the School District of Hatboro-Horsham shall be to provide educational programs for students as needed based on individual interests, abilities, and potential. There shall be no discrimination against any student because of race, color, national origin, religion, age, sexual orientation, gender identity, or handicap. Related services to allow handicapped students to participate in the same non-academic and extracurricular services and activities as the student’s non-handicapped peers will be made available based on a student’s unique needs in accordance with P.L. 94-142 and Section 504 of the Vocational Rehabilitation Act of 1973. The School District of Hatboro-Horsham shall take all necessary actions to comply with the letter and spirit of state and federal laws prohibiting discrimination in educational programs.

#### **Notice of Nondiscrimination**

Hatboro-Horsham School District does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates, including in employment. Retaliatory acts of any kind against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process are prohibited and in violation of the Hatboro-Horsham School District nondiscrimination policy.

Hatboro-Horsham School District has designated the following individual to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the Hatboro-Horsham

School District's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee: Hatboro-Horsham School District's Title IX Coordinator is Brea D'Angelo, Director of Special Projects and Systems, [Bdangelo@hhsd.org](mailto:Bdangelo@hhsd.org) 215- 420-5015.

Hatboro-Horsham School District is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to Hatboro-Horsham School District Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Title IX | Hatboro- Horsham School District. Any person may also report sex discrimination, including harassment, using the contact information listed for the Title IX Coordinator. Hatboro-Horsham School District's nondiscrimination policy and grievance procedures can be located at Title IX | Hatboro-Horsham School District.

## HEALTH – NURSE

### EMERGENCY/ MEDICAL INFORMATION

In the event of an emergency, the school district requires every child enrolled in school to have a completed/updated emergency information form. This form should include any and all phone numbers (including cell phone numbers) where the parent/guardian can be reached at any time. If your child has any medical condition (e.g., epilepsy, diabetes, asthma, etc.) or is highly allergic or sensitive to certain foods, insect bites, or medications, please include that information on the physical and emergency forms. The Emergency Form informs the parent that care and treatment of a student's illness or injury will be rendered by the school nurse during the school day, gives permission to transport a student to a medical facility, and receive treatment during the emergency from Emergency Medical Services and the Medical facility. A new form must be updated and signed for each student annually. Please notify the school if conditions and/or allergies are diagnosed at any time during the school year.

### MEDICAL AND DENTAL EXAMINATION REQUIREMENTS

The Pennsylvania School Health Law requires all children to have a medical and dental exam in specific grades.

**Physical Examination:** Required for all school-age children upon original entry into school, in 6th grade, and again in 11th grade. This exam must be done by the first day of school and submitted to the School Nurse. A copy is kept in the student's health record.

**Dental Examination:** Required for all school-age children upon original entry into school, in 3rd grade, and again in 7th grade. This exam must be done by the first day of school and submitted to the School Nurse. A copy is kept in the student's health record.

### IMMUNIZATIONS

Immunization regulations are intended to ensure that children attending school in the Commonwealth are adequately protected against potential outbreaks of vaccine-preventable diseases. Immunizations are required by the first day of school. Please note, if immunizations are missing or given at incorrect intervals your child will be excluded within the first 5 days of school. For those students unable to get all immunizations completed due to spacing of vaccines by the 5th day of school, the parent or guardian will need to provide the school nurse with a medical certificate signed by the child's healthcare provider to remain in school following the 5<sup>th</sup> day.

FOR ATTENDANCE IN ALL GRADES, children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose)
- 2 doses of measles, mumps, and rubella\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity

\* Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

FOR ATTENDANCE IN 7th through 12th GRADE, children need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization
- 2 doses of meningococcal conjugate vaccine (MCV)
  - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade
  - If the dose was given at 16 years of age or older, only one dose is required.

**IMMUNIZATION EXEMPTIONS:** If your child is exempt from immunizations, he or she may be removed from school during an outbreak. Any student with an immunization exemption must submit to the school nurse a signed, written letter from the parent and/or physician stating the reason for the exemption as per Board [Policy 203](#).

**MEDICAL NEEDS OF STUDENTS** - The care and treatment of students' medical needs will be provided by the school nurse during the school day. The following guidelines have been developed in order to ensure the health and safety of HHSD students:

### **MEDICATION POLICY**

The Hatboro-Horsham School District permits the administration of prescribed medication to a student during school hours only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not available during school hours. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No student is to keep any medication in his/her locker or school bag, lunch box, or pockets unless authorized by the school nurse. Physician and parent permission are required for all medication dispensed in the health office.

When medication absolutely must be given during school hours, these rules will be followed:

- No medication will be administered in school without a physician's written order and parent permission.
- All medication must be in the original container, properly labeled, with the student's name on it. No medication will be accepted in an envelope or baggy.
- Under standing orders from the school physician, Tylenol (acetaminophen) and Tums (antacid) may be administered by the nurse according to the age and weight of the student. Permission for administering Tylenol or Tums (Ibuprofen at the middle and high school only) must be signed by the parent/guardian on the EMERGENCY FORM.
- All medications administered in school that requires a change in the dose, timing, or frequency from the original physician order must be made by the physician in writing. Under no circumstances will a parent alone dictate a change in the medication regimen
- "One, two, or three times a day" medication should be given at home unless specifically ordered to be given at a certain time. A parent may come to school and administer medication to their child.
- Medication administration will be recorded in the nursing sapphire program and paper administration form if necessary.

### **SELF-ADMINISTERED MEDICATION**

If a student needs to keep an inhaler or an Epi-Pen on their person, in the classroom, or in the health room, the following requirements must be met:

- Parent/guardian and physician must complete the medication permission form.
- If the student is to administer the medication as needed, the physician must also sign the bottom portion of the form. This signature verifies that the student has been instructed on usage of the inhaler or Epi-Pen and is capable of administering the medication to themselves.
- School Nurse will review with the student and complete the student skills assessment sheet.
- The student must tell the nurse as soon as possible when the medication was taken.
- If an epi-pen needs to be administered, the nurse should be contacted immediately.

### **ACTION PLANS**

Students with certain medical conditions such as anaphylaxis, asthma, cardiac, diabetes or seizures may require an action plan of emergency or rescue medications to be prescribed by the physician. The action plan and accompanying medication permission forms must be signed by the physician and parent/guardian. The medication, action plan, and medication permission forms must be submitted to the school nurse by the first day of school.

### **TRANSPORTATION OF MEDICATION TO SCHOOL**

It is the responsibility of the parent or guardian to transport all medications to and from the school. Medications should be handed directly to the school nurse. No student should carry or transport medications unless written consent is given by the school nurse and student's physician. Any medication left in the nurses' office at the end of the school year will be discarded.

## **MEDICAL NEEDS ON FIELD TRIPS**

A first-aid kit packed by the school nurse is accessible at all times during a field trip.

Only licensed personnel (CSN, LPN, and RN) or a child's parent can administer medication to students who require medical care. School nurses cannot delegate this responsibility to a teacher or administrator unless, in limited cases, they have been trained to administer the medication. Parents/guardians may be asked to accompany a child on a trip or to obtain a temporary order from a physician to change dosage time for medication so that it can be given prior to leaving the school building on the day of the trip.

**COMMUNICABLE DISEASES:** The Pennsylvania Department of Health provides a list of reportable diseases. The following is a brief list of communicable diseases that require exclusion from school.

### Return to School

Chicken Pox	7 days after eruption of last vesicles, all must be scabbed over
Strep Throat	24 hours after start of treatment
Scarlet fever	24 hours after start of treatment
Conjunctivitis (Pink Eye)	24 hours after start of treatment
Ringworm	24 hours after start of treatment, must be covered while in school
Impetigo	24 hours after start of treatment, must be covered while in school
Scabies	24 hours after start of treatment
Measles	Return only with a doctor's note
Mumps	Return only with a doctor's note
Pertussis	5 days after starting antibiotic

In all cases, the student should be checked by the school nurse when returning to school.

## **LICE PEDICULOSIS**

HHSD believes that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare. When transmission occurs, it is generally found among younger-age children. The school nurse will contact the parents of a child found to have live head lice. Any child with live head lice will be sent home from school. Specific instructions regarding treatment and monitoring of head lice will be discussed with the parent picking up the child. Parents will bring their child directly to the nurse's office on the day after treatment to be checked and cleared by the school nurse. Students with "nits only" should not be excluded from school, although further monitoring for signs of re-infestation is appropriate. It may be appropriate to screen other children who have close head-to-head contact with a student with an active infestation, such as household family members. At the discretion of the school nurse, students will be screened, monitored and checked on a case-by-case basis. Classroom-wide and school-wide screening is not merited.

## **WHEN TO MISS SCHOOL**

Sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their family, and the school staff from infection. A child must be kept home at least 24 hours after a fever, 24 hours after starting antibiotics, and 24 hours after the last episode of vomiting and diarrhea. If your child says he/she doesn't feel well, ask yourself, "If he/she were healthy, would I want him/her near someone with these symptoms?" Robert Hoekelman, M.D., contributing editor of The Merck Manual of Medical Information Home Edition, offers these guidelines to help you decide when to keep your child at home. If symptoms persist after 24 hours or worsen, call your pediatrician.

## **SYMPTOMS THAN INDICATE YOUR CHILD SHOULD STAY HOME**

FEVER	Has a morning temperature of 100 or higher, or temperature is below 100 but the child is achy, pale, or tired.
-------	--

STOMACH ACHE	Has had two or more episodes of vomiting or diarrhea or has had one in the past 24 hours and feels tired or ill.
SNEEZING OR RUNNY NOSE	Is sneezing a lot, and nose won't stop running.
SORE THROAT	Has tender, swollen glands and a fever of 100 or higher.
COUGH	Coughs frequently, coughs up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing.
EARACHE	Pain is constant or severe – a sign of Otitis Media.
RASH	The rash blisters, develops pus, or is uncomfortable, which signals Chicken Pox or Impetigo.

## ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

### Philosophy of Athletics

The interscholastic athletic program is designed to promote, in a cooperative and sportsmanlike manner, wholesome inter-school athletic relations. Our athletic program is rather extensive, and its primary objective is to promote the health and physical welfare of all participants. All students are encouraged to participate in any of the various sports that are presently a part of the interscholastic athletic program.

### Interscholastic Sports Program

#### Boys

Football Red Team  
Football Black Team  
7<sup>th</sup> Grade Soccer  
8<sup>th</sup> Grade Soccer

#### FALL

#### Girls

7<sup>th</sup> & 8<sup>th</sup> Grade Field Hockey  
7<sup>th</sup> & 8<sup>th</sup> Grade Tennis  
7<sup>th</sup> & 8<sup>th</sup> Grade Soccer  
7<sup>th</sup> & 8<sup>th</sup> Grade Cheerleading  
7<sup>th</sup> & 8<sup>th</sup> Grade Volleyball

#### Boys

#### WINTER

#### Girls

8<sup>th</sup> Grade Basketball  
7<sup>th</sup> Grade Basketball  
7<sup>th</sup> & 8<sup>th</sup> Wrestling

8<sup>th</sup> Grade Basketball  
7<sup>th</sup> Grade Basketball  
7<sup>th</sup> & 8<sup>th</sup> Grade Cheerleading

### **Boys**

8<sup>th</sup> Grade Baseball  
7<sup>th</sup> Grade Baseball  
7<sup>th</sup> & 8<sup>th</sup> Grade Track  
7<sup>th</sup> & 8<sup>th</sup> Grade Tennis  
7<sup>th</sup> & 8<sup>th</sup> Grade Lacrosse

### **SPRING**

### **Girls**

8<sup>th</sup> Grade Softball  
7<sup>th</sup> Grade Softball  
7<sup>th</sup> & 8<sup>th</sup> Grade Track  
7<sup>th</sup> & 8<sup>th</sup> Grade Lacrosse

## **Athletic Awards**

A student participating in any sport for the first time during the school year will receive a certificate, and upon meeting the coach's requirements, also a letter. If students participate in another sport during the year, they will receive a certificate and a pin signifying that particular sport. The pin can be attached to the letter already received. The first letter will not have a pin attached. It will be a cumulative process from year to year. The 7<sup>th</sup> or 8<sup>th</sup>-grade student is awarded a single "KV" letter.

## **EXTRA-CURRICULAR ELIGIBILITY POLICY**

A student must pass all subjects taken (including P.E., Health, Foreign Language, Music, and the nine-week Creative Arts courses) to be eligible for athletic competition. Grades will be pulled by the athletic secretary every Friday. Any student found to be failing a subject will be deemed "ineligible to practice/play" and will not be able to take part in any practice or competition for a period of **5 school days**. Should the student no longer show up on the "ineligibility list," or if they have been academically cleared by the Athletic Supervisor, they will be allowed to return to practice/competition. Any student who fails a class when report cards are issued will not be able to take part in any practice or competition for a minimum of **15 school days** and must be academically cleared by the Athletic Supervisor before returning to practice/competition.

## **BEHAVIOR**

Any student suspended in or out of school may not practice or play the day(s) of the suspension. (Grade teams with approval of the grade level administrator reserve the right to declare any student ineligible who is a chronic discipline problem in school). It's the hope of the administration that these policies are used in a constructive, positive manner to motivate students in the right direction. A student assigned an after-school detention may participate in his/her activity at completion of the assigned detention. This policy applies to all extracurricular activities. The extracurricular policy is designed to conform with the PIAA eligibility standards and meet our own needs.

Students participating in extra-curricular activities and athletics will also be given copies of the KVMS Extra-Curricular Code of Conduct prior to the beginning of their event or sport. This should be reviewed and signed by parents, students, and coaches/advisors.

## **Conduct at Extra-Curricular Events**

### **ATHLETIC EVENTS**

The following guidelines for athletic contests should be adhered to by every contestant and spectator alike to ensure that our athletic program is a credit to our school and the community:

1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break.
2. Unsportsmanlike or unfair tactics are not to be used, even if used by the opponents.
3. Visiting teams are to honored guests of the home team and should be treated with courtesy.
4. All decisions of the officials are to be abided by even if they seem unfair.
5. Every student spectator represents his or her school as much as the contestants and should act accordingly.
6. The practice of "booing" is regarded as discourteous and unsportsmanlike.
7. Any spectator who continually evidences poor sportsmanship will be denied the privilege of attending future contests.

## **ATTENDANCE**

1. All PIAA attendance requirements are in effect for athletic events. Students *MUST* arrive by 11:30 a.m. to be eligible to play/practice that day.
2. Students who are suspended from school are unable to participate in any extracurricular activity.

## **DANCES/FUN NIGHTS**

1. The event will begin promptly at 7:00 p.m. No one will be admitted after 7:45 p.m.
2. Students who are inappropriately dressed will be sent home.
3. Once inside, no student will be able to leave the facility. Anyone who is unable to follow this rule will be sent home.
4. While at the event, ALL SCHOOL RULES are in effect. Chaperones' directions are to be followed at all times.
5. Guests are not permitted at Keith Valley dances.
6. School events/Fun Nights will end promptly at 9:00 pm unless otherwise announced.
7. Students are to be sure they have a ride arriving promptly at the end of the event. Students placed on the school's behavioral ineligibility list, because of suspension or excessive detentions, will not be permitted to attend school dances. **\*If these students try to attend, they will be asked to leave the event, and a refund will not be made.**

## **STUDENT RECOGNITION END-OF-YEAR AWARDS**

### **6<sup>th</sup> Grade**

#### **Greg "T" Award**

The Greg "T" Award is given in memory of Mr. Greg Telthorster, a long-time art and technology teacher at Keith Valley, who lost his battle with ALS several years ago. This award is presented to a sixth-grade student who demonstrates a love for the arts and its integration with technology.

#### **Barb Renner Award**

This award is presented in memory of Mrs. Barbara Renner, our former building secretary. Her organizational skills and dedication to her craft kept Keith Valley running at top speed for many years. This award is given to a sixth-grade student who demonstrates organizational leadership throughout the school year and makes positive choices when no one is looking.

#### **Kindness Award**

This award represents the art of being Kind. "In a world where you can be anything, be kind". Recipients of this award have made an effort to share kind words and support to their peers.

#### **Academic Awards**

Each year academic awards are given to students who excel in each major academic disciplines. The selection of winners is made by the subject matter teachers. The awards are based upon a marked interest in, as well as mastery of, a specific subject.

### **7<sup>th</sup> Grade**

#### **Lisa Giardetti Award**

The Lisa Giardetti Award was established in 2012 to honor the memory of Lisa Giardetti, the administrative assistant for the 7<sup>th</sup> grade and the athletic department from 2007 – 2011, who lost her battle with cancer in 2011. The award goes to one student from each 7th-grade team who embodies Lisa's qualities of perseverance, personal growth, and a positive attitude

### **Seth Biemuller Award**

The Seth Biemuller Award was established in honor of Mr. Biemuller, an assistant principal, principal, and administrative assistant with the Hatboro Horsham School District from 1957 until 1973. Each year, this award is presented to one seventh-grade student from each team selected by the faculty as having made outstanding contributions in the areas of service, leadership, character, and loyalty. Each recipient receives an individual, engraved plaque, and their name is added to the permanent plaque on display at Keith Valley.

### **Academic Awards**

Each year, academic awards are given to students who excel in each major academic disciplines. The selection of winners is made by the subject matter teachers. The awards are based upon a marked interest in, as well as mastery of, a specific subject.

### **P.A.C.E. Award**

This award is given to six 7th-grade students who consistently display Personal, Academic, and Civic excellence throughout the school year.

### **8<sup>th</sup> Grade**

#### **Robert “Bing” Crosby Award**

Robert “Bing” Crosby served as Assistant Principal and Athletic Director at Keith Valley Middle School from 2000-2011. Mr. Crosby embodied the qualities of class, loyalty, and hard work. He not only showed respect to everyone around him, but he also earned respect from all those who worked with him. His friendly, caring personality helped students and staff to feel comfortable and accepted. The Robert “Bing” Crosby award will be given to a boy and a girl student leader by the Keith Valley Administration who share the ideals and qualities that Mr. Crosby demonstrated during his years at Keith Valley Middle School.

#### **Mark L. Stoughton Award**

The Mark L. Stoughton Memorial Award was established by the students in 1973 in memory of Mark L. Stoughton. Mark lost his life in an unfortunate accident, which typifies today’s societal crisis concerning man’s inhumanity to man. In memory of Mark, the award will be presented each year to one eighth grader from each team who has shown the most self-improvement and maturity while attending Keith Valley. Each recipient receives an individual, engraved plaque and their name is added to the permanent plaque on display at Keith Valley.

#### **Billy Whitehead Memorial Award**

The Billy Whitehead Memorial Award was established in memory of Billy Whitehead, an eighth-grade student at Keith Valley Middle School who died on January 18, 1977, of a rare congenital heart defect. Billy was a student whose character traits reflected a basic love and respect for his fellow man. He enjoyed the adventure of life and genuinely liked people. In his 13 years, he lived life to the fullest, enjoying sports, music, scholastics, and the fellowship of friends. His sincere belief in his religion and God enabled him to meet the challenges of each day despite his medical problems. When stricken in September 1975 with a heart attack, he never gave up faith nor felt sorry for himself. He continued to live each day with respect and consideration for others, with a feeling of compassion and sensitivity. He continued to strive for and achieved academic excellence and remained a young man of honesty and integrity. In his memory, an award is given to one eighth-grade girl or boy from each team who has distinguished himself or herself by the following outstanding character traits:

- Respect and consideration for fellow students & teachers
- Sensitivity and compassion
- Honesty and integrity
- Scholastic achievement

The student receives a plaque in recognition of his selection and his or her name is inscribed on a plaque which is on permanent display in the lobby of the Keith Valley Middle School.

#### **Harold V. MacNew Award**

Mr. Harold V. MacNew was a lifelong sports enthusiast and neighbor of Keith Valley. To honor his memory through recognition of a characteristic he cherished-dedication- Mrs. Emma MacNew, his widow, established this award. Mr. MacNew loved all forms of sports. Annually, the name of the "Most Dedicated Boy Athlete" in the eighth grade will be engraved on the primary trophy, to be retained by the school, while a personal trophy will be presented to the winner.

### **Charles S. Jones Memorial Award**

Mr. Jones served the Hatboro-Horsham School District for 42 years. He loved all sports. This award is presented to one eighth grade girl athlete who demonstrates the characteristics of leadership, citizenship, athletic ability but above all, dedication. The student receives a personal trophy, and her name is engraved on the permanent trophy on display at Keith Valley.

### **Character Counts**

This award is presented by the guidance department to those eighth-grade students who have demonstrated and developed attitudes, outlooks and day-to-day actions that reflect the six pillars of the Keith Valley Community of Character and Caring. These pillars are Responsibility, Fairness, Respect, Caring, Citizenship and Trustworthiness

### **Academic Awards**

Each year academic awards are given to students who excel in each major academic disciplines. The selection of winners is made by the subject matter teachers. The awards are based upon a marked interest in, as well as mastery of, a specific subject.

## **INSURANCE**

Insurance for students, covering accidents which may occur in school or traveling between school and home, may be purchased at the beginning of the year at a nominal cost.

It is recommended that students who participate in athletics carry this insurance or give evidence that coverage is provided by other accident policies provided by the family.

## **KEITH VALLEY HOME AND SCHOOL ASSOCIATION**

The Keith Valley Home and School Association is the official parent organization established at the beginning of the 2000-2001 school year. The purpose of the association is to:

1. Promote the welfare of children and youth in home and school, and community.
2. Bring into closer relationship the home and school.
3. Cooperate with parents/guardians and teachers in activities that promote the educational quality of our school.

Meetings are held once a month (see the school calendar). Guest speakers and special programs are scheduled. Officers are elected annually at the May meeting. The KVHSA will serve as a channel for parent involvement, e.g., locating volunteers, assisting on field trips, serving as hosts for special incentive parties, etc.

Since the main purpose of the KVHSA is to foster good communication and involvement between the school and community, we encourage all parents to become involved.

## **LIBRARY GUIDELINES**

Students are welcome to visit the library from 8:00 a.m. to 3:00 p.m. on regular school days. The librarian will be available to assist students with any work or project, including reading, studying, and researching during the school day. The library assistant is available to provide some guidance in these efforts as well during library hours.

The library website may be accessed at <http://libguides.hatboro-horsham.org/kvmslibrary>. There are many great resources, including research sites, databases, eBooks, audiobooks, and tools available on the library website through any internet-enabled device. The librarian provides instruction on these tools and encourages students to make use of their remote access. The librarian may be contacted at [lquinn@hatboro-horsham.org](mailto:lquinn@hatboro-horsham.org).

## Loans & Limits

Books for general use may be checked out for two weeks. A renewal period is permitted for most items, unless hold requests have been placed on the book. The book must be scanned for renewal in the library. If there is a great demand for a specific item, renewals may be limited, or the librarian may request that the item(s) be returned to be placed on hold. Items placed on hold will be re-shelved after 5 days. Students are permitted to borrow up to 4 books at a time. As many as 1 of those books may be a Playaway device. Students must have a parent permission form signed in order to borrow Playaway's. **The library offers a wide variety of titles and reading levels to accommodate our diverse learning community.** Young Adult (YA) books are provided to challenge advanced readers and to provide developmentally appropriate books and subjects of interest to more mature students. Parents may opt to notify the librarian that their children are not permitted to borrow YA books. Opt-out forms are available on the library's website, and they will be available upon request in the library. Questions or concerns may be addressed with Mrs. Quinn.

## Overdue Materials

Returning library materials on time is important so that other students may use them. At checkout, due dates are stamped in the back of each book. Students may also access their accounts online\*, using their school username and password.

\*Online Access: Students may access the Keith Valley Library's catalog through the following website:

<https://search.follettsoftware.com/metasearch/ui/865>. Be sure to log in before searching the catalog or to view your account. Students will be notified by their team captains of any overdue books. **Notices for overdue books will be emailed to the guardian (s) email address on file. This system is meant as a communication tool between student's home and school, to remind the student to take appropriate responsibility.** Library privileges will be suspended until obligations have been met. Exceptions will be made for extenuating circumstances at the librarian's discretion. **If a student does not meet his/her obligation after two weeks, his/her grade level principal will be notified.**

## Library Charges:

1. In all cases, the library prefers the return of the original book to payment for a replacement copy. However, the book must be returned in good condition, with only a reasonable amount of wear. The librarian will decide whether a damaged book requires full replacement or repair, and the actual cost of either option will be charged to the patron.
2. Lost book charges are determined by the current replacement cost of the book.

## Student Expectations

Students are expected to be respectful at all times. They will be respectful of one another, teachers and staff, and the physical holdings and structures of the library. Trash and recycling containers are available at the door and by the printers. Students should leave the library in the same or better condition than they found it, which means that all chairs should be pushed in and no papers, pencils, wrappers, etc. should be left behind on the tables, workstations, floors, or at the printers/copiers. Students must return borrowed writing implements, rulers, calculators, scissors, etc. to the circulation desk so that another student may borrow them. Books used in the library should be placed in the book return: students are not to re-shelve materials. Students should use paper and printers conservatively, printing only what they really need, and only after proofreading their work on-screen.

## LOST AND FOUND

The lost and found department is in the Main Office. When lost property is found, it should be taken directly to the Main Office. Unclaimed, lost and found items will be collected and donated to a charitable organization at the end of each marking period.

## POWER SCHOOL

Power School is the Hatboro-Horsham School District's Student Information System. Power School is a web-based student information system that provides grade management and viewing for teachers and students alike. Using PowerSchool, teachers can record grades and attendance for students to view at home. Power School also includes a Parent Access feature, which allows parents to check all of their child's grades as soon as they are posted. The Power School Parent Access feature also provides an opportunity for parents to sign up for weekly reports, which will then be automatically emailed. In addition, in middle school, report cards will be made available online for parents to view and print at home.

## PROMOTION POLICY

1. If a student fails one of the following courses, an online summer school program or tutoring by a certified teacher is required. These programs will be arranged by your child's guidance counselor.
  - a. Any one major course (Social Studies, Science, Math, Language Arts).
  - b. Creative Arts/World Language – if a student's final average of all Creative Arts rotations equals a failing grade.
  - c. Health/Physical Education – if a student fails both as a combined grade.
2. If a student fails two courses, summer school will be required for both. If the student does not attend summer school or again fails both courses at summer school, he or she may be retained. Promotion is at the discretion of the principal.
3. If a student fails three courses, summer school will be required for at least two of them. If the student fails to attend summer school or does not pass the two courses, he or she may be retained. Promotion is at the discretion of the principal.
4. If the student fails more than three courses, he or she will be retained.
5. The summer school sessions offer two types of courses: make-up work and additional offerings for students desiring to enrich their educational knowledge and experience. The make-up program includes required subjects in the school curriculum and several elective subjects. Additional information will be issued in early June each school year.
6. Please contact grade level counselor for more information.

## PUBLICATIONS

### **Newspaper**

The **HATTER CHATTER** is a student publication which comes out several times during the school year. Its purpose is to give interested students the opportunity to research and write school, local, national, and world news. In addition, they will improve writing and editing skills, experiencing firsthand the functions of a newspaper. Students who join the **HATTER CHATTER** staff will be assigned to a newspaper homeroom.

### **Yearbook**

The **HATRACK** is our yearbook and consists of a collection of pictures depicting the special events of the school year. It contains each student's individual photograph, faculty photos, and snapshots of activities. There is a charge for the yearbook, which may be ordered in advance.

## SCHOOL STORE

The School Store is operated by the Parent Home and School Association and will be accessible to students during lunch on Tuesdays.

## STUDENT COUNCIL

The Student Council of Keith Valley Middle School is an organization formed to achieve closer cooperation between the faculty and the student body, to serve as liaison between the student body and the administration, to produce a finer school spirit, to provide the student body with a variety of student activities and to provide an opportunity for some participation in the regulation of certain student affairs

## **Selection for Members**

1. The presidents and the vice-presidents will be elected by the student body. They must be 8th-grade students.
2. The secretary and the treasurer will be elected by the student body members. Elections will be held in May for the next year. These officers can be either 7<sup>th</sup> or 8th-grade students.
3. The homeroom representatives will be selected by the homeroom teacher. There should be one rep per homeroom. If there are others who are qualified, they can be listed as an "At Large" member. These students should attend all meetings and should report to those homerooms whose representatives were not in attendance.
4. Each representative should be responsible and be a good citizen exhibiting the following characteristics: manners, academics, respect, and kindness.

## **STUDENT PICTURES**

Individual student pictures for purchase are taken in the fall and the spring of the year. Pictures taken in the fall are used in the school's yearbook. Retakes are available late in the fall for students who are either absent or dissatisfied with their pictures.

## **TELEPHONE/STUDENT CELL PHONE USE**

Students are permitted to bring personal cell phones to school. They must be turned off and kept in the student's bookbag from 7:50 a.m. until 3:00 p.m. unless permitted by their classroom teacher. It is forbidden for students to use cell phones to communicate via verbal, text, posting on social media, or any other method to another party during the school day. The use of any type of headphones is also prohibited in the building unless permitted by the classroom teacher. Failure to follow the KV expectations will result in assigned consequences from the Keith Valley Middle School Administration. Students are encouraged to use the student phone in the office or contact a staff member directly if they have an emergency or a unique situation.

## **TEXTBOOKS**

When necessary, textbooks are supplied by the Hatboro Horsham School District. Each book is stamped and numbered inside the cover. Students are responsible for these books. If they are lost or damaged, a fine is incurred. When a pupil has lost his or her book, he or she should go to the teacher and request a note which states the condition and price of the text. The secretary in the main office will issue the pupil a receipt for the book upon payment of the amount shown thereon. The student must present the receipt to the teacher, who will retain it, and thus entitle the individual to another copy of the text. If the lost book is found and returned, the money will be refunded. The procedure for damaged books is the same as that for lost texts.

## **VISITOR SIGN IN PROCEDURE**

**PURPOSE:** To avoid incidents of consequence by controlling the flow of visitors, parents, vendors and guests within our classroom buildings and hallways. A secondary but equally important purpose is to document who is in our buildings if there is a catastrophic event.

**RATIONALE:** All of the schools and buildings within the Hatboro-Horsham School District are important places. These buildings house our most precious commodity, the children of Hatboro and Horsham. In order to maintain the level of safety that the School District has enjoyed, a decision has been made to control the flow of visitors in all of our buildings and document the specific location visited.

**PROCEDURE:** Each building has signs posted at the entrance noting that all visitors, including School District employees from other buildings, parents, vendors, and guests must be signed in before entering. Listed below are the proper procedures:

- The visitor will go to the sign in area or kiosk, produce photo identification, which is entered into the Visitor Identification System, and state their business. If the visitor does not have photo identification, an administrator must approve the visit. School District employees from other buildings must show their school ID.
- If the business is valid as prescribed in the handbook, the visitor will be signed in to the Visitor Identification System listing the information from their photo identification and the area or person to be visited. School District employees from another building must sign in to the Visitor Identification System.

- After signing in, the visitor will be issued an identification badge that contains the visitor's full name, the date, and who they are visiting within the building. School District employees must display their employee identification badge while in the building.
- Upon leaving the building, the visitor's badge will be returned to the Main Office, and the visitor will be checked out of the Visitor Identification System.

Visitors who have not made prior arrangements with teachers will not be issued a visitor's pass.

*\*Unscheduled visits result in interruptions to the school education program and create a potential liability issue. Unauthorized visitors are not permitted on school grounds during regular school hours and may be subject to legal prosecution.\**

Students are requested not to bring guests to school.

*Parents/guardians may email or call the school to discuss problems needing immediate attention. Forgotten money, lunches, books, etc. should be left at the Main Office. Your child's team will be notified, so your child may come to the Main Office to collect the items. The office is not required to contact the students.*

Parents/guardians who wish to discuss their child with a teacher in person must call beforehand and arrange an appropriate conference time.

### **WITHDRAWAL FROM SCHOOL**

Parents who wish to withdraw their students from school must complete and submit the online withdraw form located on the school district's webpage.

### **WORKING PAPERS**

Directions for obtaining working papers can be found on the Hatboro-Horsham web page, <https://www.hatboro-horsham.org/o/hhs/page/working-permit>. All directions are located here completing and submitting the necessary paperwork. **Any and all papers that need to be returned, must be returned to Hatboro-Horsham High School, not Keith Valley.**

### **ATTENDANCE GUIDELINES**

The link for the new HHSD K-12 Attendance policy is as follows: [Attendance Manual](#)

### **RESPONSE TO EXCESSIVE AND/OR UNLAWFUL ABSENCES**

Educators in the Hatboro-Horsham School District are committed to working collaboratively with our families to address attendance issues that adversely impact student participation and school success. Families will be notified, in writing, if violations of compulsory attendance requirements have occurred.

<b>Number of Absences</b>	<b>Action Step</b>
3 Unlawful Absences (no note within 3 days of the absence)	1 <sup>st</sup> Notice Letter
6 Absences (either excused or unlawful)	Attendance Letter of Concern
10 Absences (either excused or unlawful)	Medical Letter
11 or More Absences (either excused or unlawful)	Referral for a Student Attendance Improvement Plan
18 or More Absences (either excused or unlawful)	Referral to Truancy Court and/or County Children and Youth Agency

Every effort will be made to seek solutions to attendance problems in partnership with families, district staff, and community-based organizations.

### **MAKE-UP WORK GUIDELINES**

Students should speak to their teacher regarding make-up work.  
Teachers will post work on CANVAS, so students are able to view their missed work.

### **LEAVING DURING THE SCHOOL DAY/EARLY DISMISSAL**

No student is permitted to leave the building or its premises during the school day unless their parent physically signs them out in the attendance log located in the main office. Parents requesting an early dismissal for a doctor/dentist appointment should provide the attendance secretary with a medical note upon returning to school. It is understood that students who have an early dismissal from school due to illness are not to return to the school building or school property to participate in any extra/co-curricular activities for the rest of the day.

If a student becomes ill during the school day, he/she should report to the school nurse. The nurse will determine whether the student should be sent home due to illness. No student will be sent home without the presence of the parent, or the person designated on the emergency card to physically sign him/her out from school. It is important that emergency card information is current and updated as needed. A physician will not treat a student without a parent's direct consent.

### **INCOMPLETE GRADE POLICY**

Sometimes, due to circumstances such as illness, a student needs more time to complete his/her work and is given an incomplete grade at the end of the term. All students are expected to turn in assignments according to the time schedule established by the teacher/administration and, in some cases, the student and teacher for independent study projects. In special cases due to long-term illness, for example, the teacher may make special arrangements with a student beyond this time span. Under no circumstances should a student be allowed to make up work after nine weeks without consultation with the principal.

### **FOOD COURT REGULATIONS**

All students use the food court for lunch. Students may bring their lunch or purchase their lunch. Students are to abide by the decision of the administrator in charge in regard to seating arrangements and other concerns. Conversations at the tables should be carried on in a quiet, pleasant manner. The following procedures are unique to our food court for efficient operation:

1. Enter and leave the food court in an orderly manner.
2. When students enter the food court, you are expected to remain there until you are dismissed by the administrator in charge.
3. Students can purchase lunch with cash or through the school district's Point of Sale Lunch System. The Point of Sale is a computerized cash register system that allows parents to prepay for breakfast, lunch and snacks.
4. No food or drink may leave the food court.
5. Students may not reserve seats.
6. When you finish your lunch:
  - a. Clean up your area at the lunch table.
  - b. Return your tray to the dishwashing room.
  - c. Place trash and recycling in the containers provided.
  - d. Wait at the table until you are dismissed by the administrator in charge.
7. *Be courteous and polite to the food court workers.*
8. Follow all directions given to you by the lunch supervisor
9. Conduct yourself at all times in a reasonable manner. Do not throw anything or create a mess at the table.
10. Students who are unable to follow any of these rules may lose the privilege to eat in the food court.

### **DETENTION PROCEDURES**

If a student receives an after-school detention, the detention will be served from 3:00 p.m. – 3:45 p.m. Parents will be notified if a detention is necessary and should pick-up the student promptly at 3:45 at the Main Office.

### **DRESS CODE**

It is commonly understood that student behavior and the total school environment are strongly influenced by the dress and appearance of the students. While we are establishing basic standards of behavior and dress, our goal is to establish self-discipline. Obviously, we do not intend to set standards that are arbitrary or cause unnecessary expense. However,

we do believe that the following recommendations will assist in maintaining the proper academic atmosphere in our school by avoiding disruption of the educational environment.

*Any apparel or unusual accessory that detracts from school decorum or may be disruptive to learning will not be permitted.*

1. Shorts or Skirts
  - a. Shorts or skirts should be of an appropriate length.
2. Shirts
  - a. Spaghetti straps, bare midriff blouses or shirts, bare shoulders, and open-exposed backs are not permitted.
3. Chains worn from the pants and baggy pants worn below the waistline are not permitted.
4. Appropriate footwear should be worn at all times during the school day.
5. *Any clothing that advertises drugs, alcohol, tobacco products, weapons or offensive language is not permitted.*

### **HALLWAY REGULATIONS**

To create and maintain good order in the halls and stairways at all times, pupils are asked to observe the following regulations:

1. Keep to the right and keep moving.
2. Move in a single file line on the stairways, keeping to your right.
3. Refrain from running, pushing, or boisterous behavior in the corridors and stairways at all times.
4. It is the duty of each student to maintain cleanliness in the halls and stairways.
5. You are to use your passing time between classes to get ready for your next class by:
  - a) Knowing your schedule so you are organized for classes.
  - b) Using the bathroom facilities if necessary.
  - c) Students will not be able to leave class unless it is an emergency as recognized by the teacher.

### **IN-SCHOOL SUSPENSION**

Those students who serve an in-school suspension will report to their grade level principal at 8:10 a.m. Then they will report to their grade level principal's office, and work in a highly structured, closely supervised atmosphere, and will remain until 3:00 p.m. All regular classroom teachers will make study assignments on Canvas for completion by the student. Parents will be notified as to the reasons for the child's suspension. The student is expected to bring all necessary supplies. Anyone assigned an ISS is **not** permitted on school property after 3:00 p.m., unless he/she has an outstanding detention and is not permitted to attend any after-school event or practice.

# 7 Habits of Highly Effective Teens

By: Sean Covey

## **Habit 1: BE PROACTIVE.**

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

## **Habit 2: BEGIN WITH THE END IN MIND.**

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision.

## **Habit 3: PUT FIRST THINGS FIRST.**

I spend my time on things that are most important. This means I say *no* to things I know I should not do. I set priorities, make a schedule, and achieve my goals. I am disciplined and organized.

## **Habit 4: THINK WIN-WIN.**

I balance courage for getting what I want with consideration for what others want. I make deposits in others' emotional bank accounts. When conflicts arise, I look for third alternatives. I look for ways to be a good citizen.

## **Habit 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD.**

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## **Habit 6: SYNERGIZE.**

I value other people's strengths and learn from them. I work well in groups, even with people who are different from me. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us can alone. I am humble.

## **Habit 7: SHARPEN THE SAW.**

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.



Keith Valley Middle School is an innovative learning community committed to excellence in academics, citizenship and co-curricular activities. Its mission is to empower all students to pursue their educational and career goals by providing a supportive, engaging, and challenging environment which cultivates learning as an active, relevant, and lifelong process. In order to allow students to develop to their full potential, our school community must be a physically, emotionally and intellectually safe place to teach and learn.

To aid in bringing about the proper environment for student learning and development, there must be a set of reasonable rules which define expected student behavior and discipline procedures. These rules and behavior expectations should be based on mutual respect and cooperation among all members of the school community. This mutual respect and cooperation is based on the Hatboro-Horsham School District's K-12 Character Development Program.

The Character Development Program has as its foundation the six pillars of good character, which are trustworthiness, respect, responsibility, fairness, caring and citizenship. Each character pillar includes several "descriptors" which help define and illustrate its essence. If students would base their decisions and actions on these pillars and descriptors, they would never violate the Hatboro-Horsham School District's Code of Conduct. The six pillars and their descriptors are as follows:

## **Caring**

- Be kind to others.
- When someone does something for you, say "Thank You."
- Do something nice without being asked.
- Be sensitive to other people's feelings
- Be a good listener.
- Be patient with yourself and others.

## **Responsibility**

- Do what you are supposed to do
- You are in charge of your choices, your actions, and your life.
- Always try your hardest and do your best.
- Think before you act.
- Consider the consequences of your actions.

## **Citizenship**

- Make a positive contribution to your school and community.
- Respect the rules and laws.
- Protect the environment and recycle.
- Make your school a better place.
- Get involved.

## **Trustworthiness**

- Be honest.
- Show good sportsmanship.
- Keep your promises.
- Be loyal to people you care about.
- Have the courage to stand alone.

## **Fairness**

- Play by the rules.
- Don't take advantage of others.
- Treat everyone equally

## **Respect**

- Treat others the way you want to be treated.
- Consider the feelings of others.
- Obey the rules and the people in charge.
- People's differences
- Feel good about yourself and who you are.
- 

### KEITH VALLEY MIDDLE SCHOOL – CODE OF CONDUCT

By authority of Pennsylvania School Code Chapter 12, The Hatboro-Horsham School Board has adopted Policy 218 which states a Code of Student Conduct will govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

All examples, procedures, and disciplinary responses are applicable in school, on school buses, while traveling to and from school, during school sponsored field trips, including school activities. Any student misconduct committed on school district property or at school related activities or that substantially interferes with normal school functions or educational process at any time including weekends and/or evenings is subject to disciplinary action. Principals and assistant principals will exercise discretion in dealing with offenses involving special education students following consultation with the Director of Special Education. All Board approved Policies can be accessed on the districts website at [www.Hatboro-Horsham.org](http://www.Hatboro-Horsham.org) and at the Principal's office.

Level- I Description of Behavior	Examples List is not all inclusive	Procedures	Possible Disciplinary Responses
<p><b>Level I</b> misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	<ul style="list-style-type: none"> <li>• Inappropriate attire</li> <li>• Late to class/or school</li> <li>• Bullying/Cyber</li> <li>• Bullying (Minor)</li> <li>• Classroom disturbance</li> <li>• Cheating or lying</li> <li>• Disrespectful* language/gestures</li> <li>• Leaving area without permission</li> <li>• Use of electronic devices (cell phones, laser pens, I-Pods, or gaming devices,) during the school day</li> <li>• Public display of affection</li> <li>• Lying or insubordination</li> <li>• Hallway misbehavior</li> <li>• Failure to report to homeroom</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</li> <li>• Repeated misbehavior may require a parent/teacher conference; conference with the counselor and/or administrator.</li> <li>• A record of the offenses and disciplinary action is maintained by the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Special assignment</li> <li>• Behavioral contract</li> <li>• Parent conference (person or phone)</li> <li>• Teacher detention</li> <li>• Withdrawal of privileges (e.g., assembly, special events)</li> <li>• Administrative detention</li> <li>• Lunch detention</li> <li>• Confiscation of electronic device by teacher or administrator</li> </ul>
<p><b>Level II</b> misconduct involves behavior whose frequency or seriousness disrupts the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary response(s) has failed to correct the situation.</p>	<ul style="list-style-type: none"> <li>• Bullying/Cyber</li> <li>• Bullying (Repeated)</li> <li>• Continuation of LEVEL I offenses</li> <li>• Class cuts</li> <li>• Cheating</li> <li>• Repeated school tardiness</li> <li>• Forgery</li> <li>• Disruptive classroom behavior</li> <li>• Throwing food in food court</li> <li>• Abusive language</li> <li>• Dangerous horseplay</li> <li>• Failure to serve a detention.</li> <li>• Willful disobedience</li> <li>• Leaving school grounds without permission</li> <li>• Truancy</li> <li>• Verbal altercation/confrontation</li> </ul>	<ul style="list-style-type: none"> <li>• The student is referred to the administrator for appropriate disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>• The administrator meets with the student and may confer with the parent about the student's misconduct and the resulting disciplinary action.</li> <li>• A record of offenses and disciplinary action is maintained by the administrator.</li> <li>• Parent/guardian contact is made via email, telephone or US mail</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Detention</li> <li>• Lunch detention</li> <li>• Parent/Staff conference</li> <li>• Behavioral contract</li> <li>• Withdrawal of privileges</li> <li>• Referral to Guidance Services</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> <li>• Withdrawal of bus privileges</li> <li>• Referral to Student Assistance Program</li> <li>• Referral to Magisterial District Judge/Juvenile Probation</li> <li>• Saturday School</li> </ul>

	<ul style="list-style-type: none"> <li>• Failure to report to Attendance office upon arrival.</li> <li>• Violation of AUP (minor)</li> </ul>		
<p><b>Level III</b> can involve continuation of prior misconduct or are misconduct acts of misbehavior that take on added seriousness because they involve a violation of the personal property rights of others and/or acts which are criminal or illegal.</p> <p>Level III misconduct acts are immediately handled by the administration. Those acts which are criminal or illegal will automatically be referred to the appropriate law enforcement office.</p>	<ul style="list-style-type: none"> <li>• Continuation of unmodified LEVEL I &amp; II misconduct.</li> <li>• Bullying/Cyber bullying repeated.</li> <li>• Fighting (simple)</li> <li>• Vandalism (minor)</li> <li>• Truancy</li> <li>• Theft</li> <li>• Threats to other students</li> <li>• Throwing harmful objects</li> <li>• Obscene language or gestures</li> <li>• Harassment sexual/cultural/ethnic</li> <li>• Extortion</li> <li>• Smoking or possession of tobacco products. vapor-pens, or e-cigarettes</li> <li>• Misbehavior in In-School Suspension</li> <li>• Violation of AUP (major)</li> <li>• Skateboarding</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>• The administrator meets with the student and confers with the parent about the students' misconduct and the resulting disciplinary action.</li> <li>• A record of offenses and disciplinary actions is maintained by the administrator.</li> <li>• Restitution of property and damages may be required.</li> <li>• Parent/guardian contact is made via email, telephone or US mail</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary removal from class</li> <li>• Withdrawal of event privileges</li> <li>• Withdrawal of bus privileges</li> <li>• Loss of computer privileges</li> <li>• Guidance Services/Referral for risk assessment</li> <li>• In-School suspension</li> <li>• Out of School suspension</li> <li>• Parent conference and/or hearing with Superintendent.</li> <li>• Charges under Pennsylvania Civil/Criminal Code and referral to appropriate law enforcement agencies</li> <li>• Saturday School</li> </ul>

<p><b>Level IV</b> can involve continuation of prior misconduct or are misconduct that involves acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school sponsored activities or public conveyances providing transportation to a school or school sponsored activity. Reports shall include all information as required by the School Code.</p>	<ul style="list-style-type: none"> <li>• Continuation of unmodified LEVEL I, II, or III misconduct</li> <li>• Arson</li> <li>• Assault/battery</li> <li>• Bullying/Cyber bullying repeated</li> <li>• Vandalism</li> <li>• Theft/possession/sale of stolen property</li> <li>• Bomb threat or false alarm</li> <li>• Explicit threats/offensive actions (sexual, cultural or ethnic)</li> <li>• Deliberately threatening/striking a district employee</li> <li>• Possession of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Using or under the influence of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Possession or conspiring with the intent of furnishing, transferring or selling of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)</li> <li>• Possession/use/transfer of weapons or explosives (real or perceived) and conspiracy to deliver</li> <li>• Risking a catastrophe</li> <li>• Terroristic threats</li> </ul>	<ul style="list-style-type: none"> <li>• The administrator verifies the offense, confers with the staff involved, and meets with the student.</li> <li>• The student is immediately removed from the school environment. Parents are notified.</li> <li>• School officials contact law enforcement agency and assist in prosecuting offender.</li> <li>• A report is submitted to the superintendent for board action.</li> <li>• Any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or a school sponsored activity will be expelled for a period of not less than (1) year, <u>(Section 1317.2)of the school code.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Withdrawal of bus privileges</li> <li>• Loss of computer privileges</li> <li>• Guidance Services/Referral for risk assessment</li> <li>• Out of School suspension</li> <li>• Parent conference and/or hearing with Superintendent</li> <li>• Expulsion</li> <li>• Alternative Education placement</li> <li>• Other board/administrative action which may be considered appropriate</li> <li>• Charges under Pennsylvania Civil/Criminal Code and referral to appropriate law enforcement agencies</li> <li>• Saturday School</li> </ul>
---	--	--	--

\*Disrespectful is defined as rude, impolite, bad-mannered, discourteous, insolent, impertinent or ill-mannered behavior.

### **DRUG POLICY**

This policy will apply to all dangerous drugs and narcotics as defined by the laws of the Commonwealth of Pennsylvania, with the exception of those medicines or drugs dispensed to a student, pursuant to a physician's prescription, which are registered with the school nurse and maintained or used on school premises in accordance with her instructions or the instructions of the prescribing physician.

1. The possession, use, or distribution of illegal drugs is not permitted in the school or on the school campus.
2. Any student who desires information, help, or assistance concerning any phase of the drug problem will have all the available facilities of the school district at his or her disposal. The psychologist, nurse, counselor, teacher, or principal may all be asked to help individually or as a member of a team. SAP team information concerning a student will be kept strictly confidential and will never be made part of a student's permanent record.
3. A student identified as exhibiting symptoms of being under the influence of drugs will be taken immediately to the school nurse and the principal will be notified.
  - a. A conference will be held between the student and appropriate school personnel to explore the reasons for the exhibited symptoms and afford the student an opportunity for explanation regarding the exhibited symptoms.
  - b. If the denial and explanation are questionable, the parents will be contacted, apprised of the situation, and invited to offer possible explanations for the student's exhibited symptoms. If a medical examination and diagnosis is believed necessary, the parent's permission will be requested. The local police will be informed immediately.
  - c. Upon confession from the student, or confirmation from the examination that the student is under the influence of drugs, the student's school attendance will be temporarily suspended for up to two weeks, and the superintendent will be notified. The student will, however, be permitted to receive and complete his or her daily school assignments.

d. In order to re-enter school.

(1) He/she must show evidence of having seen a psychologist, social worker, physician, or must have taken some steps to begin to get rehabilitation.

(2) Readmission will be recommended only after a complete review of the circumstances or the case by a drug abuse team. This drug abuse team will be composed of school personnel, as well as select representatives from the community. In every instance, a conference with the parents will be held before readmission. The student's previous record, the prospect of rehabilitation, and the welfare of the student body as a whole are matters of prime consideration.

4. Students must be aware of the fact that lockers and desks may be subject to inspection at any time by school authorities

*The following is an excerpt from the Hatboro-Horsham School District Policy Handbook:*

### **CONTROLLED SUBSTANCES/PARAPHERNALIA**

The board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue or aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

### **OFF-CAMPUS ACTIVITIES**

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

The superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

All employees shall report to the building principal any known or suspected instance(s) concerning *controlled substance use or possession* by students.

*Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.*

*Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes. As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event.*

*In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.*

Any student who desires help with any problem connected with the use of *controlled substances* will be assisted with his/her problem. All possible help will be offered to attempt to effect rehabilitation. All information will be kept in strictest confidence.

### **ANABOLIC STEROIDS**

*The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.*

*Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.*

The following minimum penalties are prescribed for any student athlete found in violation of the *prohibited use of anabolic steroids*:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

*If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.*

### **SEARCHES**

The Hatboro-Horsham School District ("District") acknowledges the need for students to bring book bags, backpacks, purses, and other inanimate objects onto school grounds, for safe in school storage of books, clothing school materials and other personal property and areas for parking vehicles when students are granted parking privileges. The Board permits students to bring book bags, backpacks, purses and similar objects and provides lockers and desks for such storage and parking areas subject always to the need to ensure the health, welfare and safety of students and employees. All lockers, desks and parking areas are and shall remain the property of the school district. Book bags, backpacks, purses and other objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes. As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event. In order to attempt to reduce or discourage the presence of weapons, controlled substances, drugs, non-authorized medication, or alcohol, the Board also authorizes the use of trained dogs with their handlers to protect, safety and welfare of students, employees and visitors. Periodically or as the situation warrants, a trained dog may be used to sniff the air around vehicles, lockers, desks, book bags, backpacks, purses, or other inanimate items that are on school district property or at a school sponsored event. Dogs shall not be used to search for students. More details are contained in Board [Policy 226](#).

### **SCHOOL PARTICIPATION POLICY**

The KV Administration reserves the right to deny or allow participation on a trip, event or activity based on a student's overall disciplinary record.

### **SMOKING POLICY**

Hatboro-Horsham School District Policy #222 references tobacco use and possession. The board policy recognizes tobacco to include a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form to include e-cigarettes, vapor pens, and vaporizers. The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

Any student caught smoking or with tobacco products, vapor pens or e-cigarettes in his/her possession will face a suspension and have a criminal complaint filed against him/her with the local magistrate.

### **TERRORISTIC THREATS POLICY**

Any student making a terroristic threat will be removed immediately from class and school. Parents will be contacted immediately. In addition, law enforcement and mental health professionals will be involved to determine if threats are real or not. If warranted, violators will be arrested and prosecuted to the fullest extent of the law. Permanent expulsion from the Hatboro-Horsham School District will also be considered.

### **WEAPONS POLICY**

The possession of a weapon on school property or school transportation vehicles is a misdemeanor of the first degree. The term "weapon," as defined by the PA Crimes Code "shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, starter gun, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury." This also includes any incendiary device or explosive. (CPA Crimes Code, Section 912.) All lockers, desks and parking areas are and shall remain the property of the school district. Book bags, backpacks, purses and other such objects are permitted in school and at school sponsored events only so long as they are used for legitimate purposes.

As a result, students shall have no expectation of privacy in their lockers or desks, or their book bags, backpacks, purses or other such objects or vehicles while on school property or at a school district sponsored event. (Detailed in Board Policy 226).

Any student in violation of this law will initially be suspended for up to ten (10) days. The Superintendent of Schools will also recommend to the Board of School Directors that the student be expelled from school for no less than one year from the date of the violation. The student's parent/guardian and the Horsham Police Department will be notified at the time of the violation.

### **BULLYING PREVENTION GUIDELINES/HARASSMENT**

**Procedures:** Any student who feels he or she is being bullied, harassed or discriminated against, or who is aware of bullying, cyber bullying, harassment, or discrimination, should report it immediately to an administrator, guidance counselor, teacher, school nurse or call the district tipline at 215-420-5100 or e-mail tips @ hatboro-horsham.org. The tipline and e-mail address that have been established are anonymous. In addition, a report form for complaints of bullying or cyber bullying can be completed. (See attached form pg. 47).

Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate and severe disciplinary action (pursuant to Hatboro-Horsham School District Policy). Actions may include but not be limited to detention, suspension, and/or expulsion from school. In the event of suspension/expulsion, guidelines will be followed in accordance with Hatboro-Horsham District [Policy 249](#). (See attached policy)

### **Student Handbook - Bullying and Cyber Bullying Statement Policy 249**

Protecting the health and well-being of all students is of utmost importance to the Hatboro-Horsham School District. The newly revised [Policy 249, Bullying and Cyber Bullying](#), along with recent changes in the **Pennsylvania Crimes Code regarding Cyber Bullying** will guide practices to assist in protecting students through the following steps:

1. Students will learn the definition of bullying/cyber bullying and what actions and methods constitute bullying/ cyber bullying.

2. Students who feel that they are being bullied or wish to report the bullying of another student are informed of available avenues to report such bullying.
3. Students are made aware of the consequences for violations of this policy.
4. Students are made aware of the district's responsibility to promptly investigate all complaints of bullying that occur on school property, during school hours, and at school related functions.
5. Within a school culture of respect and support, all are invited/encouraged to report and prevent bullying of either themselves or fellow students.
6. For a more detailed review of [Policy 249](#), please go to the HHS website.

Recently the Pennsylvania Legislature added language to the existing Pennsylvania Crimes Code Harassment Section (Section 2709). The modification of the Harassment section now specifically includes cyber bullying and makes it a punishable crime under Pennsylvania law. Some of the modifications are:

1. Defines cyber harassment of a child and makes it a crime.
2. Explains what occurs if a juvenile is charged with this offense.
3. Defines the following: *emotional distress*, *repeated communications* and *seriously disparaging statements*.
4. Became effective September 8, 2015.

For a more detailed review of Pennsylvania Crimes Code Section 2709(c) (2) please go to the following resource: <http://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm> and review section 2709 - Harassment

### Anti-Hazing Statement

Keith Valley Middle School has zero tolerance for hazing. As an organization responsible for representing the school community in a positive light, we must remain vigilant and attentive to the prevention of hazing. Hazing harms our students, our school, our programs, our community and sheds a negative light on the extracurricular programs at the middle school. Oftentimes hazing causes more mental distress than actual physical harm - something that is difficult to quantify.

Hazing is defined as:

***“Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent.”***

Ultimately, we want all students to be empowered to get involved in extracurricular life and reach their fullest potential as student-athletes and members of school sponsored clubs and activities. This is only accomplished through a common philosophy that all students are treated with respect and dignity regardless of age or ability level.

#### KVMS will:

- Support and encourage school-wide hazing prevention efforts and positive steps and activities that could have a profound effect on building teams and students through empowerment and dignity rather than degradation and humiliation.
- Hold team meetings at the beginning of each season where the guidelines are provided and explained by the coaching staff.
- Include the anti-hazing procedures in the School and Athletic Code of Conduct, which can be found in the Student/Parent Handbook and on the Hatboro-Horsham School District website.
- Include hazing/bullying/harassment prevention on the agenda of appropriate meetings.
- Instruct the coaching staff to monitor team and locker room behavior including behavior outlined in the anti-hazing procedure. Any inappropriate behavior should be reported to the Athletic Director and/or member of the middle school administrative team. Coaches will sign off on receipt of the coaches' manual annually. By signing off, coaches acknowledge and understand the enforcement of the anti-hazing procedure.

#### Reporting Procedure:

- Any coach, school employee, parent or athlete that witnesses or hears about hazing events should contact the Athletic Director and/or building administrator immediately. We will attempt to maintain the confidentiality of all witnesses to the best of our ability. The middle school administration will follow up with an investigation of every reported incident.

**Sanctions:**

Students and/or teams found to be involved in hazing could face one or more of the following consequences:

- Suspension and/or expulsion from school (*to be determined by the Superintendent of Schools*)
- Temporary suspension from a team or activity
- Removal from a team or activity
- Team forfeiture of a game(s)
- Cancellation of season for the entire team in the sport involved in violation.
- Required counseling and mandated restorative measures.
- Report filed with the local authorities.

Appeal of any KVMS administrative or coach's decision based on violation of the anti-hazing guidelines should be addressed through the process outlined in the Athletic Code of Conduct.

Keith Valley Middle School's Anti-Hazing Statement is consistent with the Hatboro-Horsham School District Hazing Policy which was approved by the Hatboro-Horsham School Board on August 22nd, 2016. For more information on this policy, please see the Approved Board Policy number 247 on the district website.



**COMPLAINT FORM OF BULLYING OR CYBERBULLYING**

Complainant:

Home Address:

Home Phone:

School Building:

Date of Alleged Incident(s):

Alleged bullying/cyberbullying was based on: (Circle those that apply)

Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	Other

Name of person you believe violated the district's unlawful harassment policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where the incident occurred:

List any witnesses who were present:

This complaint is based on my honest belief that has bullied or cyberbullied me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature

Date

**\*\*NOTE: PLEASE PRINT AND SUBMIT A COPY OF THIS FORM TO THE SCHOOL BUILDING YOU SELECTED\*\***

---

Received Date:

## **INTEGRATED PEST MANAGEMENT PLAN**

The Hatboro-Horsham School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify your child's school principal in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals. Each year, the district will prepare a new notification registry. If you have any questions, please contact Joseph Crowe, Director of Operations and IPM Coordinator, at 215-420-5492.

## **DISTRICT ASBESTOS MANAGEMENT PLAN**

The Toxic Substance Control Act (also known as "TSCA") requires that every local education agency, such as Hatboro-Horsham School District, establish an Asbestos Management Plan which contains information regarding inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress at any of its facilities. The Hatboro-Horsham School District maintains a complete, updated copy of a management plan for each school, which is available for inspection by the public, including teachers, other school personnel, and their representatives, and parents during normal business hours at the school administrative office. The Hatboro-Horsham School District reserves the right to charge a reasonable cost to make copies.

## Glossary of Terms

- **Administrative detention** - A detention administered by an administrator, spent by the student in the school detention hall supervised by a staff member to atone for their behavior.
- **Alternative Education Placement**- Enrollment in an alternative education setting.
- **Behavioral Contract** - Establishing a contract between a staff member and a student regarding appropriate behavior.
- **Charges under Pennsylvania Civil/Criminal Code and Referral to Appropriate Law Enforcement Agencies** – The student is referred to the appropriate law enforcement agency when their acts are criminal or illegal.
- **Credit Denial** – The student may have his/her grade reduced or lose course credit.
- **Detention** - A period of time spent by the student with the assigning teacher or administrator at lunch or after school to atone for their behavior.
- **Expulsion** - Removal from school for a period of time ranging from 1 to 11 days or permanent removal from school.
- **Grade Reduction** – A student’s course grade is reduced by one letter grade.
- **In School Suspension** - Student is assigned to the In-school-Suspension room under highly structured supervision for the school day. All regular classroom teachers will make study assignments on an assignment sheet for completion by the student.
- **Loss of Computer Privileges** - Not allowed to use school computers for a specific time or permanently as determined by administration.
- **Loss of Points** – Student loses four (4) points from his/her course grade for cutting class or school.
- **Lunch detention** – Lunch detention can be assigned by a teacher, an MA or administrator.
- **Out of School Suspension** - The student is not permitted in school or on school property for the period of time during the suspension. The student is responsible for all schoolwork missed which will be due upon return to school.
- **Parent Conference (person or by phone)** - Communication between staff members and parents of student to discuss appropriate methods of resolving behavioral problems.
- **Parent Conference and/or Hearing with Superintendent** – The student and parent may be required to attend a conference with an administrator and/or a conference with the Superintendent before reinstatement after an Out-of-School Suspension.
- **Referral for Risk Assessment** – Referral to outside agencies for evaluation.
- **Referral to Guidance Services** - Student meets with counselor.
- **Referral to Magisterial District Judge and/or Juvenile Probation** – This may occur for a violation of the Code of Conduct that could include truancy, possession of tobacco or smoking on school property.
- **Referral to Student Assistance (SRT, KATS, SAP) Program** - Student Assistance program meets and develops interventions to support student’s progress.
- **Saturday School** – Student must attend a session at Keith Valley on a specified Saturday from 8 A.M. to 11 A.M. due to a disciplinary infraction. Saturday school can be assigned by an administrator only.
- **Special Assignment** - Student given additional or special schoolwork to do in a separate location.
- **Temporary Removal from Class** - Student removed from classroom.
- **Verbal reprimand** – Explanation/warning to the student by staff member of the implications of the student’s actions, expected behavior, and future consequences.
- **Withdrawal of Bus Privileges** - Removal of student from bus transportation.
- **Withdrawal of Driving Privileges** – Student loses the privilege of driving to school for a designated period of time.
- **Withdrawal of Privileges** - Removal from assemblies, special events, sports, extra-curricular and co-curricular activities.