

CONEMAUGH VALLEY ELEMENTARY SCHOOL

School Calendar

August 20, 2024	Meet the Teacher Night
August 22, 2024	First Day of Classes
September 2, 2024	Labor Day (No Classes)
October 14, 2024	Act 80 – No Classes (#1)
November 7, 2024	Parent Meetings (Appointments)
November 8, 2024	Act 80-No Classes/Parent Meetings (#2)
November 11, 2024	Veteran’s Day (No Classes)
November 27, 2024	Early Dismissal
November 28 – Dec. 2, 2024	Thanksgiving Break (No Classes)
December 20, 2024	Early Dismissal
December 23, 2024	Teacher In-Service (3)
December 24-31, 2024	Christmas Vacation (No Classes)
January 1, 2025	Christmas Vacation (No Classes)
January 20, 2025	Martin Luther King (Snow Make-Up Day)
February 14, 2025	Act 80 – No Classes (#3)
February 17, 2025	President’s Day (Snow Make-Up Day)
March 14, 2025	Teacher In-Service (4)
April 18-21, 2025	Easter Break (No Classes)
May 26, 2025	Memorial Day
May 27, 2025	Last Day for Students
May 28, 2025	Teacher In-Service (5)

PSSA Testing Windows
English Language Arts - Grades 3-6: April 21-25, 2025
Mathematics - Grades 3-6: April 28 – May 2, 2025
Science - Grade 4: April 28 – May 2, 2025
Make Up Testing: April 28 – May 2, 2025
*****No vacation requests will be approved during the testing window*****

THIS HANDBOOK BELONGS TO:

NAME: _____

HOMEROOM TEACHER: _____

Principal's Message

It is with great pleasure that I welcome you and your child to Conemaugh Valley Elementary School. The faculty and staff join me in saying that we are happy to have you as part of our Blue Jay family. I am extremely proud of the programs we offer our students, and I encourage our parents to become involved with the school and your child's education.

I also hope that your child will learn to use this planner effectively. Time management is a critical skill for success as a student and eventually as a professional in the workplace. The pages of this planner are filled with important information regarding school policies and procedures. We suggest that parents and students review the contents together. If you have any questions about the content of this planner, please call the school office. I feel that open and clear communication between the home and school is of vital importance in the education of our students.

I welcome and encourage your participation and support during the school year. Working together, we will provide the best education possible for your child!

Sincerely,

Mrs. Michelle Salvaggio-LaRose

Conemaugh Valley Mission Statement:

The mission of the Conemaugh Valley School District, in cooperation with the community, is to develop lifelong learners, responsible citizens, and contributing members of a global society by providing and maintaining a program of diverse educational opportunities in a positive, safe, and caring environment with commitment to excellence.

Conemaugh Valley Vision Statement:

The Conemaugh Valley School District will be a leader in education providing a safe and secure learning environment conducive to our students' achievement of their personal best.

Conemaugh Valley Shared Values:

The Conemaugh Valley School District:

- Will maintain a safe environment conducive to learning in our school.
- Will be a model school district where educators and staff will want to work as a result of emphasis placed on professional growth, respect, and participation in the decision-making process.
- Will constantly work to give our students access to the world through connective technology and its effective integration of technology into the classroom.
- Will welcome parents and community members into our school as contributing partners in the education of their children.
- Will promote healthy lifestyles for our students.
- Will provide parents the tools and training necessary to take an active role in their child's education.
- Will instill productive citizenship within the community in our students. We encourage all students to be active and volunteer within community groups.
- Will encourage all stakeholders to work collaboratively, sharing accountability and striving for the continual improvement of all our students.

Purpose of the Handbook:

This handbook was developed using input from staff, students, parents, and community members and is updated yearly. While we strive to keep our focus on the positive and wonderful things our students do for our school, there are times when the school must address negative actions. This book defines most of the situations we may encounter and how we will address them. This handbook is not a contract between the school and parents/guardians or students. Policy adoption and revision is an ongoing process and can be amended at any time at the discretion of the district. In a case of conflict between board policy and the provisions in this handbook, the board policy most recently adopted by the board will prevail. If policy changes are enacted during the school year, the school district will communicate those changes to students, staff, and parents/guardians.

Conemaugh Valley School District Directory

Conemaugh Valley Elementary **814-535-6970** Fax: 814-536-8370
 Conemaugh Valley High School..... **814 535-5523** Fax: 814-536-4025
 Conemaugh Valley Administrative Office **814 535-5005** Fax: 814-536-8902

Members of the Conemaugh Valley School Board

Mr. Todd Roberts Mr. David Rykala Mrs. Donell Jacoby Mr. Francis Truscello, Sr. Mr. Daniel Markiewicz	Miss Hannah Ribblett Mrs. Heather Richards Mrs. Dawn Thompson Mr. James Stiffler, Jr.
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***Committee meetings are held at 6:30 PM on the second Thursday of each month.
 Regular board meetings are held immediately following the Committee meeting.***

Administrative Staff

Mr. Shane Hazenstab	Superintendent	shazenstab@cvk12.org
Mrs. Michelle Salvaggio-LaRose	Elementary School Principal	mlarose@cvk12.org
Dr. Brian Randall	High School Principal	brandall@cvk12.org
Mr. Eric Miller	Business Manager	emiller@cvk12.org
Mrs. Sherry Ream	Director of Student Services	sream@cvk12.org
Ms. Ashley Plummer	Elementary Dean of Students	aplummer@cvk12.org

Faculty

Mrs. Heather Crowe: 6 th Reading/ Science hcrowe@cvk12.org	Mrs. Jayme Migyanka: 2 nd Grade jmigyanka@cvk12.org	Ms. Michelle Miller: Title 1/Instructional Coach mmiller@cvk12.org
Mrs. Lori Meyers: 6 th Reading/ SS lmeyer@cvk12.org	Ms. Sara Zatek: 1 st Grade szatek@cvk12.org	Mrs. Jennifer Stiffler: Title 1/Federal Programs jstiffler@cvk12.org
Ms. Elizabeth Thomas: 6 th Reading/ Math ethomas@cvk12.org	Ms. Tiffany Glass: 1 st Grade tglass@cvk12.org	Mrs. Amy Oswalt: Title 1 aoswalt@cvk12.org
Mrs. Bethany George: 5 th Reading/ Science bgeorge@cvk12.org	Mrs. Carey Stiffler: 1 st Grade cstiffler@cvk12.org	Mrs. Megan Petrisko: Title 1 mpetrisko@cvk12.org
Ms. Erin Pavic: 5 th Reading/ Math epavic@cvk12.org	Mrs. Christy McGowan: Kindergarten cmcgowan@cvk12.org	Mr. John McLaren: Steam jmlaren@cvk12.org
Mrs. Taylor Carthew: 5 th Reading/ SS tcarthew@cvk12.org	Mrs. Jenna Papcunik: Kindergarten jpapcunik@cvk12.org	Mr. Todd McGough: Gym tmcgough@cvk12.org
Ms. Kathy Marano: 4 th Reading/ Science/ SS kmarano@cvk12.org	Miss Ashley Hott: Kindergarten ahott@cvk12.org	Mrs. Lauren Morus: Music lmorus@cvk12.org
Mrs. Brenda Sidor: 4 th Reading/ Math bsidor@cvk12.org	Miss Taylor Kunsman: Learning Support K-2 tkunsman@cvk12.org	Ms. Jennifer Byers: Library/ Reading Enrichment jbyers@cvk12.org
Mrs. Jenna Danchanko: 3 rd Reading/ Spelling, Grammar & Writing jdanchanko@cvk12.org	Mrs. Brianna Reynolds: Learning Support 3 & 4 breynolds@cvk12.org	Mrs. Carli Zanghi: Career Education czanghi@cvk12.org
Mrs. Victoria Hamula: 3 rd Reading/ Science/ SS vhamula@cvk12.org	Miss Megan Hamilton: Learning Support 5 & 6 mhamilton@cvk12.org	Mr. Allen Bixel: Band abixel@cvk12.org
Mrs. Heather Oravec: 3 rd Reading/ Math horavec@cvk12.org	Ms. Avery Krug: Pull Out Learning Support/ Autistic/ Emotional Support akrug@cvk12.org	Ms. Erica Erdley: Homeless Liaison/ Social Worker eerdley@cvk12.org
Mrs. Tanya Lauer: 2 nd Grade tlauer@cvk12.org	Mrs. Hailey Brocious: hbrocious@cvk12.org	

Nurse

Mrs. Quenna Kist-Polonkey..... qkist@cvk12.org	Mrs. Dana Cruley..... dcruley@cvk12.org
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Office Secretaries

Mrs. Krissy Curtis kcurtis@cvk12.org	Mrs. Vanessa Gustkey..... vgustkey@cvk12.org
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School Aides

Mrs. Tracey Bambino	Ms. Kerry Horner	Mrs. Cynthia Price
Mrs. Roberta Stiles	Miss Lori Stiles	Ms. Karen Sumrada

Conemaugh Valley PTO

The PTO is a vital part of our school program. We encourage parents to support them by becoming active members. You must follow up-to-date clearance policies to volunteer at the school. A successful school system needs the services of the PTO. Please contact pto@cvk12.org for more information.

SPECIAL SERVICES

Special Education

The Conemaugh Valley School District is committed to identifying students with disabilities and providing them with a free, appropriate, public education program in compliance with federal and state regulations (Individuals with Disabilities Education Act; PA Chapter 14). We provide a wide variety of programs to meet the needs of identified students with disabilities. Identified students are provided with an Individual Education Plan (IEP) designed to meet their unique educational needs. The Conemaugh Valley School District strives to meet all the needs of students with disabilities in their home school building. We have contracts with other agencies to provide services to those students in need of a more intensive level of support.

Educational Disabilities include:

Autism	Deaf-blindness	Emotional Disturbance
Deafness	Hearing Impairment	Intellectual Disability
Multiple Disabilities	Orthopedic Impairment	Other health impairment
Specific Learning Disability	Speech or language impairment	Traumatic brain injury
Visual Impairment including blindness		

Types of Support:

Learning Support	Life Skills Support	Speech and Language Support
Emotional Support	Autistic Support	Multiple Disabilities Support
Hearing Impaired Support	Visually Impaired Support	Cambria County Association for the Blind
Easter Seals	Nulton Diagnostics	Mental Health and Mental Retardation Services

The Conemaugh Valley School District strives to ensure that all students with disabilities have available to them a Free Appropriate Public Education (FAPE). District educators are committed to individualizing and supporting students in general education classes to the maximum extent possible and to provide small group intervention when needed to meet individual needs. General and special educators work together as a team to meet the instructional needs of special learners.

GIFTED EDUCATION

Gifted education services are provided by the Conemaugh Valley School District and focus on enrichment and/or acceleration activities that supplement the general education program. Instructional services are provided through direct instruction, consultation and classroom enrichment. Services are provided to students who qualify as mentally gifted and who demonstrate a need for Gifted Education Services.

Agencies Affiliated with Conemaugh Valley Elementary School

Appalachia Intermediate Unit 08 (IU08)	Appalachian Youth Services (AYS)
Alternative Community Resource Program (ACRP)	ARN Intermediate Unit 28
Bayada	Bruce Haselrig - Diversity in Our School Community
Cambria County Drug and Alcohol Program	CAMCO
Children's Behavioral Health	Cambria County Crisis
Children and Youth Services (CYS)	Ignite Education Solutions
Presley Ridge	Victim's Services

In the event that you would like your child to be exempt from any of these programs that we offer, you must state your wishes in writing and send it to the school.

STUDENT ASSISTANCE PROGRAM (SAP)

SAP is a school-based Student Assistance Program at Conemaugh Valley Elementary School. The SAP team is comprised of professionally trained school and Cambria County agency staff. The purpose of the program is to identify and assist students who are experiencing barriers to learning.

The SAP team will work with parents/ guardians to help find services and assistance within the school or, if needed, in the community for our students. The SAP team does not diagnose, treat, or refer your child for treatment. Instead, the SAP team will provide parents/ guardians with information to make the choices that best meet their child's needs.

Anyone can refer a child to the SAP team. Some students are referred by teachers or other school personnel. A friend or family member can also let the SAP team know that they are worried about someone. The child can even go directly to the SAP team to ask for help. The SAP team will gather information to determine how the student is doing in his/her classes. However, the SAP team will not proceed unless a parent/ guardian provides written permission. Once permission is received, the SAP team will work with the parent/ guardian to develop a plan of action to help the referred child achieve success in school. Participation in the SAP program is voluntary.

TITLE I

Title I is part of the federal Every Student Succeeds Act (ESSA) of 2015. Title I funds are used to provide instructional support for those children who experience difficulty with reading and mathematics. Money is allocated by the federal government and distributed to the CVSD by the Pennsylvania Department of Education. Students identified for the Title I program receive help specific to their individual needs to enable them to improve grade level performance and meet state and district proficiency standards. The school staff schedules time for instructional assistants to work with students identified for the Title I program during a portion of the reading and math instructional times. This tutoring may occur individually or in small groups both inside and outside the classroom.

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and Every Student Succeeds Act [Section 1112(e)(1)(A)]

Your child attends Conemaugh Valley Elementary which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Conemaugh Valley Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- *Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- *Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

- *What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualification.

The, *Every Student Succeeds Act (ESSA)*, which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - *subject matter tested
 - *purpose of the test,
 - *source of the requirement (if applicable),
 - *amount of time it takes students to complete the test, and
 - *time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

We look forward to the upcoming school year, and together we will make a difference in your child's life.

Conemaugh Valley Elementary School Title I School – Parent and Family Compact

The School Parent Compact, developed jointly with parents and family members, outlines how parents, the entire school staff and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (ESSA, Section 1116 (d)).

School Pledge:

We will

1. Treat each child with dignity and respect.
2. Monitor student progress and update parents regularly.
3. Make sure all students get help as soon as it's needed.
4. Provide high-quality curriculum and instruction in a supportive and effective learning environment.
5. Explain our curriculum, expectations, and grading system to students and their families.
6. Continually work to improve teaching strategies so that we can successfully teach all children.
7. Make sure students understand their assignment and what they'll learn from it.
8. Make sure any homework is appropriate and meaningful.

Family Pledge:

We will

1. Let the teachers know if our child has problems with learning.
2. Monitor assignments, and encourage homework completion.
3. Encourage positive attitudes about school.
4. Participate in decisions relating to the education of our child.
5. Make sure our child attends school regularly.
6. Read with our child!

Student Pledge:

We will

1. Believe that I can and will learn.
2. Let my teacher and my family know if I need help.
3. Read on my own and with my family every day.
4. Pay attention, participate, ask questions in class.
5. Write down my assignments, do my homework, and turn it in when it's due.
6. Be respectful to everyone.

SWPBIS (School Wide Positive Behavior Intervention and Supports)

SWPBIS is a committee of professional staff that develop team-building activities to help the school focus on rewarding positive behaviors, making school an enjoyable experience, and increasing student participation and spirit. It is a multi-tiered problem-solving model designed to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. The SWPBIS model is designed to offer a range of preventative strategies and interventions that are systematically applied to students, based on their level of need. Positive behavior interventions and support is an evidence-based, cost-effective, systems approach for establishing the social culture needed for schools to be effective learning environments for all students.

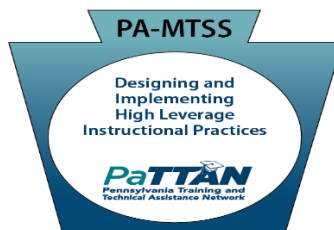
SWPBIS TEAM:

Ms. Michelle Locher-Miller	Miss Avery Krug
Mrs. Sherry Ream	Mrs. Michelle LaRose
Ms. Ashley Plummer	Ms. Lori Stiles

MTSS (Multi-Tiered System of Support)

An MTSS is a team of professional staff who use data to address the individual needs of students who are struggling with academics, attendance, and/or behavior issues. An MTSS has been very successful in providing at-risk students with the interventions needed to make academic progress and close the gap. Members are responsible for developing, learning, implementing, monitoring, and collaborating with other peers in the school-wide integration of MTSS. They meet to review school-wide data and discuss the specific progress, or lack of progress, and assist in identifying resources needed to support the MTSS process. Members monitor how assessments, instruction, interventions, and data-based interventions are put into place. The team is also responsible for allocating resources to improve student learning. Team members meet with each grade level classroom teacher. Together as a team, they consider all educational areas that can impact or interfere with student achievement and school success, including academics, behavior, and health/mental health. The team maintains data about the student's response to interventions to inform decision-making. The team meets once per month in order to develop a framework for improvement for students in need. Their aim is to provide solutions for the students on an individual basis, which will help them reach their fullest potential.

Conemaugh Valley Elementary School received its first badge.



Grading System

Report cards are issued every nine weeks, with four marking periods in a school year. Grades are listed as percentages and are based on points accumulated for the period. Marks are interpreted to indicate degree of achievement: outstanding, above average, average, below average, and failing. A numerical range is as follows:

A	93% - 100%	Outstanding
B	85% - 92%	Above average
C	75% - 84%	Average
D	65% - 74%	Below average
E	Below 65%	Failing

Promotion Policies

If a student does not successfully complete their grade level, then they will not be promoted to the next grade.

Kindergarten: Students must demonstrate competency in Reading and Math. They should be academically and socially ready to advance.

Grade 1: Students must demonstrate competency in Reading and Math at the first grade level.

Grade 2: Students must demonstrate competency in Reading, Writing, and Math at the second grade level.

Grades 3 - 6: Students in grades 3 - 6 who fail two or more of the following subjects will not be promoted to the next grade - Reading, Language Arts, Math, Science, and Social Studies. Students in grades 3 - 6 who fail one of the subjects listed above and two of the following subjects will not be promoted to the next grade - Physical Education, Library, Music, or STEAM.

If a student is in danger of failing a grade level, a meeting will be held with the principal and teachers involved with the student to make a final decision. The Principal will have the final determination whether a student is retained or promoted.

Homeless Families

Federal Guidelines require that local schools identify children who are homeless. The federal mandate and the intention of the Conemaugh Valley School District is to ensure that homeless children and youth have access to a free, appropriate, public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school lunch, school supplies/materials, tutoring, and transportation so that they can remain at their school of origin. Homeless children may be identified as living in the following situations:

- Public or private shelters
- Public or private places not designated for/ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter
- Individuals and/or families living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18) and children who have been abandoned or forced out of the home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social service agencies, may live alone on the street, or may move from place to place among family members, friends, or acquaintances. This also includes such youth from 18-21 years of age who may still be eligible for educational services in regular or special education.
- School-age, unwed mothers, or expectant mothers living in housing for unwed mothers when they have no other available living accommodations.

If your living situation changes during the school year or over the summer and you and your child(ren) become homeless, please be sure to contact the school. We will work with you so that the education of your child(ren) is disrupted as little as possible. If you believe that your child(ren) may qualify for this service, please contact your school principal or guidance counselor. You may also contact the Conemaugh Valley Homeless Program Liaison, Ms. Erica Erdley, Mr. Shane Hazenstab, Superintendent or Mrs. Sherry Ream, Director of Student Services.

Homebound Instruction

Homebound instruction will be provided to students confined to home or hospital for physical disability, illness or injury, or when such confinement is recommended for psychological or psychiatric reasons. Teachers and parents should notify the school office of the need for homebound instruction, and it must be approved by the School Board. It should be anticipated that a student will be unable to attend school for a minimum of three (3) to six (6) weeks. To apply for Homebound Instruction, a form must be completed by a physician and approved by the Superintendent. Then the school counselor may begin the search for teachers to cooperate with the terms of the Homebound Instruction.

Homebound Instruction Rules and Regulations:

- The maximum hours of instruction allowed per week are 5 hours. Students on homebound for more than three months must have a new doctor's request.
- A reason for pregnancy is not sufficient unless a physician cites and reports complications that prohibit a student from being in school.
- In the case of mental or emotional illness, the recommendation of a psychiatrist or psychologist is required. The request must include the medical condition necessitating homebound instruction.
- Students must remain home during the regular school hours (8:25 - 3:30) and cannot be employed during their period of homebound instruction.
- Any cancellations of homebound instruction must be made by the parent or legal guardian directly to the teacher one day prior to the arranged instruction.
- Failure to adhere to the cancellation policy will result in the loss of the hours for that day and zeros for all assignments planned for that day.
- If homebound instruction is approved until the end of the school year, all work must be completed as of the last day of school for that academic year.

This program of individual instruction given to each student shall be in accordance with the standards established by the Secretary of Education. The Board reserves the right to withhold this instruction when:

- The instructor's presence in the place of a student's confinements presents a hazard to the teacher's health.
- A parent or another adult in authority is not at home with the student during the hours of instruction.
- The condition of the student is such as to preclude his/her benefit from such instruction.

English as a Second Language

The Conemaugh Valley School District, in keeping with its goal of academic excellence, has endeavored to establish a quality ESL (English as a Second Language) program that provides a student with the best education possible. In response to this desire, and in keeping with various federal and state regulations related to the education of ELL students, the Conemaugh Valley School District formally established and adopted District Policy #138- English as a Second Language/ Bilingual Program, on April 8, 2021. The stated purpose of the policy is to enable identified ELLs (English Language Learners) to attain academic proficiency and success in English, specifically reading, reading comprehension, writing, speaking and listening.

ATTENDANCE

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student and the parent. Every effort should be made to make sure students are at school and on time every day. Please try to schedule routine appointments during the non-school hours/ days, whenever possible.

Pennsylvania School Code Section (D) 24-13-1327- A maximum of ten days (10) of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days should require an excuse from a physician. As required by the District Magistrate, a student placed on medical evidence will be placed on an attendance contract. A total of thirty days (30) throughout any one school year will cause the student's promotion status to become questionable and could lead to retention. The Principal will make the final decision in regards to the promotion.

Absence from school will be excused for illness, emergency family matters, doctor appointments, death in the immediate family, approved educational trips, family vacations, recovery from an accident, required court attendance, participation in a preapproved project event, observance of a religious holiday, quarantine, and emergencies recognized by the office. All absences that are not classified into one of the above categories will be considered either unlawful or unexcused.

Student Call Off

The Conemaugh Valley School District has a system of checking on absent students in order to know that students who leave home arrive safely at school. Parents/guardians are asked to call 814-535-6970 (Option 1 is the Call Off Line) between 7:45 A.M. and 9:00 A.M. on a day your child will be absent from school. Our automated one-call system will notify you by telephone that your child is absent. When your child is absent, you may request his/her homework assignments for the day. Requests must be made before 9:00 a.m., and they must be picked up before 2:00 p.m. or sent home with another student. Requests made after 9:00 may not be honored.

Students are provided one day for each day of absence to make up missing assignments. For example, if a student is absent for two consecutive days, the student has two days to make up missing assignments. If a student has extenuating circumstances, such as a medical issue, additional time may be afforded to complete missing assignments.

Every absence from school requires a written explanation.

When a student is absent, he/she must present an excuse within three days of attendance. If an excuse is not presented within three days, the absence will be considered **illegal, or unexcused**. When a student has three unexcused absences, he/she is considered to be truant. The law requires that a first offense notice be served on the parents/guardians. After missing three additional unexcused days, students are considered to be habitually truant, and parents are again notified. Upon accumulation of **seven days** of illegal absences, a complaint against the parents/guardians is filed with the District Justice and/or Children and Youth.

When a student has fifteen **excused** absences (with a written excuse from a parent/guardian), a warning will be issued after the tenth absence. **A doctor's excuse must be presented after fifteen days of excused absences, or it will be considered unexcused.** Upon accumulation of **seven days** of unexcused absences, a complaint against the parents/guardians is filed with the District Justice and/or Children and Youth.

There will be consequences for accumulated unexcused absences. The following consequences will be issued:

- 1 - 3 unexcused absence(s): A warning will be sent home with the student.
- 4th unexcused absence: The administration will be notified, and the parents/guardians will receive a phone call.
- 6th unexcused absences: For each unexcused absence, the parent will have a meeting with Administration.
- 7th unexcused absence: Families will meet with the administration and a complaint against the parents/guardians will be filed with the district magistrate.
- After 30 days of absence a student can be retained.

Educational trips and vacations must receive prior approval from administration. A written and signed explanation of the trip must be submitted by the student's parent/guardian at least two weeks prior to the trip. The school may grant two vacations per school year, and vacations will consist of five school days. If you do not use all five days for your vacation, the unused days will be forfeited and cannot be used for any additional vacations. **Vacation requests will not be granted during state and district assessments. PSSA dates are listed at the front of this book.**

To be excused during the school day for an appointment, the student must present a parent's written request to the office in the morning. As the student is leaving, he/she will be given a pink slip to have filled out by the doctor, and that pink slip is to be returned to the office upon arrival back to school. If your child becomes ill while at school, he/she will only be able to be picked up by people listed on the designated emergency form on file with the office.

When coming to school late, parents must accompany the student to the office to sign in and complete a tardy slip or to submit a doctor's excuse. Students are considered tardy if they arrive after 8:25. A student who arrives after 9:25 will be considered half a day absent.

There will be consequences for students who are habitually tardy.

Each time a student is tardy, a written form will be sent home with the student. The following consequences will be issued:

- 5 tardies: A warning will be sent home with the student.
- 10 tardies: Families will be required to meet with the administration.
- 15 + The school will take legal action with the District Magistrate or Children and Youth.

All information regarding student attendance will stay on his/her permanent record.

Student Transportation

Private Vehicle Transportation

Morning Drop Off: Drop off from private vehicles begins at 8:15 at the front of the school building facing William Penn Avenue. Please do not park directly in front of the building, and please keep roads open for buses to get into the school. All students must exit the vehicles on the RIGHT SIDE ONLY. If you need to assist your child from exiting the vehicle, please park in the parking lot and walk the student to the front door.

End of the Day Pick Up: If you plan to pick your child up from school, you must notify the office. You will be issued a car tag to put on the dashboard of your vehicle that will help facilitate dismissal procedures. Parents are to form a line along the access road parallel to the school (that leads to the church). Parents are not permitted to form a line in back of the school until all buses have left the school property. Students will be sent out for pick up after the buses are gone.

Bus Transportation

Riding on the school bus is a **PRIVILEGE** and not a right. If the pupil's conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, **bus privileges may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus. If this occurs, it will become the responsibility of the parent or guardian to arrange for the student to get to and from school. Students who are suspended from bus transportation are required to be in school.**

Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

While riding a bus, students will follow FLY behavior by:

- The students will use their indoor voices. They will not make, or cause to be made, unnecessary noises that would distract the driver.
- Students will sit in their assigned seats, facing forward, with their feet on the floor.
- Students will keep hands, feet, and objects to themselves. No roughhousing, pushing, fighting, or throwing things.
- No part of the body or any material will be extended through the bus window.
- Students will not tamper with any seats, windows, or bus equipment.
- Students may not eat or drink on the bus.
- Students may not litter on the bus. Any student caught littering will be required to clean up the litter.

Bus Disciplinary Options

Students who violate these rules may be denied transportation by school authorities. If a student receives a bus conduct report, it may be processed as follows:

First Bus Conduct Report – Parent/ Guardian is notified, and the student has a conference with the Dean of Students.

Second Bus Conduct Report – Parent/ Guardian is notified, student has a conference with the Dean of Students and one-day lunch detention to review the rules of the bus and initiate a transportation behavior contract. A copy of this contract will be sent home for parent/ guardian signature.

Third Bus Conduct Report – Student suspension from bus. This can range from 1-5 days or possible removal from bus depending on the severity of the incident.

Any further Bus Conduct Reports will result in additional student suspensions from bus transportation, including loss of transportation privileges. At administrative discretion, bus conduct options may result in additional discipline, not otherwise stated, depending on the severity of the bus infraction.

Students may only ride the bus to which they are assigned.

In an effort to keep our students safe, children in grades Pre-K, Kindergarten, and grades 1-3 must be met by a parent, guardian, designated adult, or responsible sibling at the bus stop. If a child is not met at the bus stop, they will be transported to CVHS where CCCDC runs the after school Latch-Key Program. You will be responsible for any fee charged for care and a \$25 fee for transportation. Cambria County Children and Youth may be notified.

Student Safety

Child Custody

During situations when problems surface concerning who (mother/father) is or isn't permitted to see the child on the school premises, a **Court Order** verifying legal custody and limitations must be presented to the administration. Without verification of this document, either parent may see or pick up the child. Federal regulations give both natural parents the right to access their child's education records unless there is a court order or legally binding document prohibiting access.

It is the responsibility of the parents to annually notify the school in writing if duplicate sets of report cards, records and school notifications are to be sent to the non-custodial parent. Additionally, it is also the responsibility of the parents to annually provide the school with any updated child custody agreements.

PLEASE- Do not put the school in the middle of custodial disagreements.

Security

It is the policy of the Conemaugh Valley School District to lock all exterior doors during business hours. School personnel actively monitor the security cameras throughout the day. Surveillance cameras are strategically located around the school campus to allow for observation of school property, entryways, and hallways throughout the building. A School Security Officer (SSO) is on duty at our school campus, during the school day, and during school events/activities.

Visitors

As part of our philosophy of layered security, the school has a mandatory visitor policy to help ensure the safety and security of your child. Visitors given access into the building must enter through our main access point, the front door of the school. Once inside, all visitors must immediately report to the main office. All visitors must present a driver's license or state issued identified, the visitor will receive a visitor badge that must always be worn. If an adult is dropping off or picking up a student, they must sign the student in or out utilizing the book in the lobby and then please remain in the main lobby and wait for your child.

Safety & Security Drills

To ensure everyone understands our safety/security development and implementation, **we hold drills on a regular basis throughout the school year.**

- **Sheep. Shepherd. Wolf** training drills will be conducted with all staff and students as our philosophy for responding to a crisis. This method of training allows our teachers to use kid-friendly, age appropriate, verbiage to train our students on how to respond to a crisis. The students will be taught how run or hide under the supervision of their teachers. This training will allow for discussions, answer questions, ease any fears, and help students understand our school's philosophy of **Run. Hide. Fight.**

- **Lockdown** training and drills will be conducted with all staff and students. Everyone will be trained on how to go into a soft and hard lockdown. Lockdowns occur when there is a known or perceived threat on the **OUTSIDE** of our school(s).

Evacuation Drill / Fire Drill

The fire alarm will signal to evacuate the building. Students are to become familiar with the fire drill exit routine posted in each room. Students will exit the building in a calm and organized manner.

Severe Weather Drill

The fire alarm or announcement will signal the severe weather drill. Students will remain calm and follow instructions which may include moving away from doors and windows, turning off lights, and remaining silent. Students will move to a preplanned safe area.

Searches

School authorities may search a student's locker or cubby and seize any prohibited or illegal materials. Such materials may be used against the student in disciplinary, juvenile, or criminal proceedings. School lockers and cubbies are school property loaned or rented to the students to conveniently store personal belongings. Students shall not expect privacy regarding items placed in school lockers or cubbies. School property is subject to search at any time by school officials and random, periodic, or sweeping searches of all lockers/cubbies without prior warning is not illegal but is a reasonable exercise of school authority in the interest of the health, welfare, and safety of all students. When there is reasonable suspicion of illegal activity, school personnel have the right to use a metal detecting wand to search for items that could lead to disciplinary action. Standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision.

School Conduct Policy

Authority of Teachers Over Pupils

Every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parent guardian or persons in parental relation to such pupils may exercise over them. Section 1317, School Laws of Pennsylvania. This law is quite clear so there would be no cause for misunderstanding by teachers, pupils, or parents. It imposes upon the teacher, not only the right, but also the duty to require obedience to the respect for authority when you support the teacher, you help your child to avoid the strain conforming to two sets of rules.

Student Rights and Responsibilities

Students of the Conemaugh Valley School District are afforded all rights and responsibilities as stated in the Conemaugh Valley School District Guidelines on Students Rights and Responsibilities. Each student must bear full responsibility for his/her individual action and that action must in no way deprive any other person of his individual rights. Although not listed as a subject, one of the most important lessons education should teach is discipline, more specifically, self-discipline. Students should develop self-control, character, orderliness, and efficiency.

It is the belief of the Conemaugh Valley School District that **all students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the basic rights of any individual in the school community.** With this in mind, each student in the Conemaugh Valley Elementary School is expected to accept responsibility for his/her own actions. To do so, students should

1. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
2. Attend school on a regular basis.
3. Arrive to school and all classes on time.
4. Maintain personal cleanliness, neatness, good grooming and safety.
5. Respect school property and help to keep it free from damage. Reimbursement is necessary for damage to books or property.
6. School personnel share in the responsibility of behavior and discipline from the time a student enters school until he/she leaves school, as well as during any sponsored activities.
7. Make an effort to do his/her best work.
8. Show self-control at all times in walking/traveling to and from school.
9. Obey school regulations and rules made by school authorities.
10. Maintain and atmosphere that is conducive to learning and personal growth.

11. Look out for and be aware of the safety and well-being of other students. If the safety of others is in jeopardy, students should contact their teachers, guidance counselor or principal.
12. Refrain from making any type of threatening statement to staff or students.

ARSON A student commits an offense if he or she engages in conduct which places others in danger. Penalty may range from detention to expulsion. This also includes pulling fire alarms.

ASSAULT A student shall commit an assault if he/she attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another student. This includes any act that negligently causes bodily injury to another student with a weapon which shall be defined as, but not be limited to: fists, guns, knives, razor blades, syringes, syringe needle tips, domestic pins and/or needles, sharpened objects (i.e. pens, pencils, eating utensils, plastic or metal) or any other similar device or dangerous instrument. **The incident may be reported to the police and charges will be filed with the local authorities.**

ASSAULT on FACULTY/SCHOOL PERSONNEL Assault can be any physical reaction towards teachers and/or other school personnel. The physical reaction is defined as pushing or threatening with a weapon (including one's fist). This includes actual striking, kicking, spitting, use of a weapon, or premeditated threatening with a weapon against school personnel. All offenses include an immediate removal from the premises, mandatory 3-day suspension and informal hearing with the superintendent, a parental conference with administration, and the police will be notified. If serious or consecutive events occur, students could be subject to a formal hearing before the Board of Education for consideration of expulsion and police notification. The teacher and/or school may file charges against the student.

ASSEMBLIES in the event that a student is misbehaving during an assembly, the student will be removed and required to sit in the office or classroom. They will be supervised by an adult and required to complete an assignment that relates to proper behavior at assemblies.

BOOKBAGS Students are permitted to carry any book bag or backpack to and from school. With reasonable suspicion, book bags may be subject to search.

CHEATING / PLAGIARISM When an offense of cheating/plagiarism occurs, a zero grade will be given to the student for the assignment, test, and/or quiz. The classroom teacher will notify the Principal's Office in writing of the incident. The administration will notify the parent of the incident in writing prior to issuing the nine-week report card. A second offense of cheating on an assignment, test and/or quiz in any class during the remainder of the school year may result in a failing grade for that marking period in that class and the student may receive 3 days' suspension and/or alternative school placement.

If a teacher suspects cheating, he/she may retest/reassign at his/her discretion.

DANGEROUS OBJECTS/LOOK-ALIKES Any object (i.e. squirt gun) that is not being used to threaten someone else, but could be mistaken as a weapon is strictly prohibited.

DISRESPECT and DISOBEDIENCE TOWARD FACULTY / SCHOOL PERSONNEL

Students must comply with all reasonable directives from faculty and staff. Students must identify themselves when asked by school personnel. Disobedience includes students who are deliberately untruthful by providing false Safe2Say reports, false Incident Reports, and false statements to faculty/staff. Lookouts are students who warn other students who are in violation of school policies. Students who deliberately interfere in a search or investigation are aiding/abetting. Disrespect also includes, but is not limited to addressing the teacher/staff member by anything other than Mr., Miss, Mrs., Ms., Coach per request of the staff member. Teachers will let students know what they deem respectful/disrespectful. Disrespect also includes comments, actions, or behaviors that show a lack of respect toward other students or faculty/staff.

ELECTRONIC DEVICES/CELL PHONES Personal electronic devices are prohibited for all students in grades K - 6 during instructional time. This includes cell phones, smart watches, earbuds, headphones, etc. Electronics are a privilege. The district respects the needs of the families to stay in communication before and after school. However, personal electronic devices of any kind in the elementary school must remain in student backpacks or lockers for the duration of the school day. No exceptions.

FIELD TRIPS / FIELD DAY All students going on field trips must ride the bus to and from the trip. These trips are school sponsored and are treated as a regular school day. All students must remain with their assigned chaperone for the day. Our goal is to have all students

attend these trips or activities with our faculty and staff. For the safety of our students and staff, continual behavioral infractions will result in removal of that student from the field trip. This is also the policy for any field day activities.

Field Trips are considered a PRIVILEGE! Students who receive multiple discipline referral forms may be denied privileges to attend. This will be at the discretion of Administration.

FIGHTING Students will be considered involved in a fight if they are an “aggressor” against another person by any means. Students are permitted to protect themselves, but *may not engage as a part of self-protection*.

Parents will be notified. Charges may be filed with the local District Magistrate and the local police may be notified.

First offense: Minimum of three days of suspension and an informal hearing with the Superintendent.

Each Additional Offense: Mandatory 3 days’ suspension and informal hearing with Superintendent, which could add to additional suspended days.

FREEDOM OF EXPRESSION Students have the right to express themselves unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual’s rights.

HARASSMENT/EXTORTION The term harassment includes, but is not limited to, repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability that creates an intimidating, hostile, or offensive educational environment. **Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group. **Sexual harassment** shall consist of unwelcome sexual advances and all inappropriate verbal or physical misconduct. Depending on the severity of the case, harassing students for the purpose of obtaining money or other advantages, or which results in the intimidation of other students, will result in a penalty which may range from suspension to referral to the School Board for further action. **The Conemaugh Valley School District will investigate ALL allegations of improper misconduct. The investigation will be conducted by the building principal and the superintendent.**

INAPPROPRIATE BEHAVIOR / SAFETY VIOLATION Inappropriate behavior is defined as behavior or language that includes any actions causing injury or a safety concern towards other students or himself/herself; behavior or language that causes a disruption of the normal operations of the school; behavior or language that is not otherwise specified in this handbook deemed inappropriate by staff.

ILLEGAL SUBSTANCES If illegal substance use is suspected; the principal, or authorized delegate, is responsible for initiating an investigation. The situation will be handled as a medical emergency. The student will be requested to empty his/her pockets and any personal belongings will be searched. The student will not be left alone, and parents/guardians will be contacted immediately. If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding treatment.

LEAVING THE BUILDING (OR SCHOOL PROPERTY) WITHOUT PERMISSION

Also known as “elopement”, this includes leaving property without permission at any school sponsored event (including athletic event) in which a student is a participant. Students are not permitted to leave the building without permission from the main office and must be escorted by a staff member.

MORNING ARRIVAL All students will enter the building through the front or back entrances (Main Entrances).

ON SCHOOL PROPERTY WHILE SUSPENDED OR ALTERNATIVE EDUCATIONAL PLACEMENT Being on school property, including private property designated for school events, without permission while on out-of-school suspension or alternative educational placement, will result in additional suspension being given to the student and/or possible police involvement.

OPEN CONTAINERS & DRINKS/ SODA/GUM/CANDY The school permits beverage containers as a privilege. Exceptions/decisions will be made as deemed necessary by administration. Teachers/Administrators may check containers/drinks if there is reasonable suspicion of an illegal substance. Any violation of school policy may lead to the revoking of this privilege. Gum and lollipops are prohibited at all times. Candy and snacks can be distributed at the discretion of the teacher. WATER ONLY is permitted in the classrooms. No glass containers are permitted at school.

OUT OF ASSIGNED/DESIGNATED AREA All students are assigned classrooms and restrooms. For safety purposes, students must stay in those assigned locations.

PARTY TREATS AND INVITATIONS All food must be commercially prepared and wrapped. Please contact your child's teacher before sending and/or bringing treats to school. Treats may be dropped off in the office. Anyone planning to distribute invitations at school must provide an invitation for all students in the classroom.

PERSONAL BELONGINGS When determining whether to allow your child to bring personal belongings (electronics, cell phones, favorite toys, cards, et.) with him/her to school, please be reminded that the school district is not responsible for lost, stolen, or broken items. The safest option is to keep those important and often expensive items at home. While we will do all we can to try to recover lost or stolen items, we cannot guarantee their safe return home.

POSSESSION, USE, OR TRANSFER OF DANGEROUS WEAPONS Any student found to be in possession of, using, or transferring dangerous weapons, may be given a temporary or full suspension. Serious incidents will result in expulsion proceedings before the Board of Education.

PUBLIC DISPLAYS OF AFFECTION A healthy, moral climate is in the best interest of the school and community. During school hours and school sponsored activities and trips, physical contact such as holding hands, kissing, hugging, etc. will not be permitted at the elementary school level. Inappropriate displays of affection will result in the student(s) receiving disciplinary action increasing each time it occurs and is reported.

RECORDING IN SCHOOL AND/OR ON THE BUS Unless permitted by a professional staff member, the audio, video, or photography of staff and other students is strictly prohibited. This includes, but is not limited to: recording teachers/lessons, taking pictures of students/teachers/faculty.

SMOKING, SMOKELESS (VAPING), or CHEWING TOBACCO Students smoking/vaping, using tobacco, or possessing tobacco (or look alike) products within the elementary school property at any time is strictly prohibited. Any student with tobacco products in his/her possession will be required to attend a Smokeless Saturday seminar at the parent/guardian's expense. Smokeless Saturday is an intensive awareness and cessation program for youth found in possession of tobacco products on school property. If students are uncooperative, there will be an informal hearing, ten days out-of-school suspension, and exclusion from school activities for ninety days.

TEXTBOOKS / EQUIPMENT / CHROMEBOOKS Textbooks, library books, and student planners are loaned to your child by the school system and should be treated as borrowed property. The school district will determine the cost of lost or damaged books, equipment, and Chromebooks. Students are responsible for all expenses associated with damaged school property.

THEFT Any student found guilty of theft may be suspended and not admitted to school until a parent conference is held. The civil authorities will handle major offenses of theft. Restitution may be made to the satisfaction of the administration. If necessary, discipline may be administered by the building principal.

TRANSFERS Students moving from the school district should inform their teacher and the school office in advance regarding this intent. The parent must come to the school to sign a withdrawal form for the child(ren). District Policy is that no school records are given to parents to be hand carried to the new school. Test data, report cards, and other recorded information maintained by the school will be mailed to the pupil's new school upon request from the school.

VANDALISM Any student who vandalizes school property will pay for the repair of such damage and will be given a minimum three days of suspension and an informal hearing with the Superintendent. The incident shall be reported to the police and charges shall be filed with the local authorities. Minor cases of vandalism will be classified as "Inappropriate Behavior" and handled accordingly.

WITNESS INTIMIDATION Any student who uses force, threats, bullying of any type, or coercion to convince/keep another student from telling the truth during a school investigation will be reprimanded based on the severity of the action. Students have a basic right to feel safe.

Bullying and Cyberbullying

The Conemaugh Valley School District is committed to providing a safe, positive learning environment for all students. The CVSD recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or group of students, which occurs in a school setting and/or outside the school setting, that is severe, persistent, and/or pervasive, and includes an imbalance of power/social standing and has the effect to do any of the following: substantial interference with a student's education; creation of a threatening environment; substantial disruption of the orderly operation of the school.

Students are encouraged to promptly report incidents of bullying or cyberbullying to bus drivers, school aides, teachers, the guidance counselor, the Dean of Students, or the Principal. Complaints of bullying and cyberbullying will be investigated, and action will be taken if/when allegations are verified.

Possible consequences for bullying or cyberbullying include, but are not limited to:

Counseling within the school, parent conference, loss of privileges, lunch detention, after school detention, in-school suspension, expulsion, referral to law enforcement, No Contact Order

No Contact Order can be placed between two students or a group of students as a preventative measure to immediately stop negative interactions. After meeting with the guidance counselor, the Dean of Students, and/or the Principal, students can temporarily agree to end ALL contact or communication with each other. The purpose is to give students space and time apart until any issues can be resolved. Our goal is to teach and promote positive interactions among students so that they can learn and grow together.

Dress Code

Pride in school includes the appearance of students. The concern for the safety, health, welfare, and morals of the students, as well as the prevention of disruption of the educational program, indicates the need for a dress code guide. School clothing should be appropriate as to time, place, and weather, and should promote a sense of proper attire for public functions, which includes school attendance. Shorts are not permitted to be worn from November 1 through March 31 of the current school year.

The following clothing is unacceptable:

- All shorts and skirts must be loose fitting, and the length should be no shorter than the length of the middle finger with arms extended at your sides in a relaxed position. This also means that holes in jeans should be below your fingertips with arms at your sides.
- No muscle shirts or tops with large arm holes are permitted.
- No tank tops with less than 2-inch shoulder strap, halter tops, backless outfits, and tube tops are permitted.
- No bare-midriff tops, halters, low cut tops are permitted.
- Pants must be pulled up to the waist, and backsides should be covered.
- No hats and hoods are permitted to be worn unless it is a school wide event.
- No see-through clothing is allowed.
- Appropriate undergarments must be worn and not exposed.
- Clothes that depict or suggest inappropriate behaviors or vulgar/obscene language or images are not permitted.
- Clothing that depicts or suggests violent acts, inappropriate images, or terminology is prohibited.
- Flip-flops and open-toed sandals will not be considered appropriate for the playground and any outdoor activities on school property.

The guidelines are to be followed, and the administration will have the final decision. If school attire is considered inappropriate, the student will be required to call home for a change of clothes. Students who violate the dress code policy will be written up.

PERSONAL BELONGINGS

When determining whether to allow your child to bring personal belongings (electronics, cell phones, favorite toys, cards, etc.) with him/her to school, please be reminded that the school district is not responsible for lost, stolen or broken items. The safest option is to keep those important and often expensive items at home. While we do what we can to try to recover lost or stolen items, we cannot guarantee their safe return home. Students should not bring cell phones or smart watches to school. In the event that a cell phone or smart watch must be brought to school, it should be turned off and remain in the student's book bag while on school property (including the school bus).

Technology - Student Code of Conduct

Students will be expected to use Chromebooks and all computer equipment appropriately. Students will sign a Technology Acceptable Use Agreement Consent at the beginning of the year and agree to abide by the rules of this policy.

- I understand that the use of technology as defined through the CVSD is a privilege that can be revoked.
- I agree to use the technologies in a responsible, ethical, and polite manner.
- I understand that the technologies are to be used for educational purposes only.
- I will not disclose personal information about myself or others, including students and staff, over the network.
- I will not share account information or passwords with others.
- I will not attempt to install software that is not authorized by the CVSD.
- I understand that technologies are expensive and represent a significant investment by the taxpayers of the CVSD. As a result, I will take care of this equipment to the best of my ability and will not damage it in any way.
- I understand that my use of the technologies may be monitored by the CVSD.
- If transferring from another school district, I must have returned all school owned technology equipment to the previous school before being issued new equipment from CVSD.
- I understand that any unpaid balances upon withdrawal from CVSD to another district will need to be resolved within 10 days from the date of withdrawal, or it will be sent to the district magistrate.

Homework

Homework is one of the most valuable tools in a child's overall learning process, it provides enriching experiences and fosters a strong desire to learn in and out of school. By its completion, a child can gain self-confidence and self-esteem. Furthermore, through regular and purposeful homework assignments, a child learns to work independently, to organize time, to use good study skills, and to develop a higher measure of self-discipline by accepting full responsibility for its completion. The amount and type of homework assigned by teachers will vary by class and even by students.

Parents and students are encouraged to ask in advance (3 days preferred) for homework when they are aware of upcoming absence. If your child is absent two or more days, a request for work may be made. However, the requests for homework should be made by 8:45 AM. There are no guarantees that requests will be fulfilled if calls are received after 8:45AM.

When a child is absent for a single day, please rest assured that the teacher will work with the child upon his/her return. Therefore, there is no need to request missed work for a single day absence.

Power School Parent Access

As another means of improving communication between the school and the home, the Conemaugh Valley School District will send home log-in information for your children in grades 1-6 to access Power School. This provides parent/guardians with a way to view your child(ren)'s grades, attendance and lunch balance at their convenience. Access is gained through the internet by using a unique username and password. No individual student information may be altered or deleted by the parent, and parents can only access information for their own child(ren).

Conferences

A parent/teacher conference can offer an opportunity for both the parent and the teacher to discuss mutual concerns regarding the child's education. A specific day is set aside as part of the elementary school calendar each year for the purpose of having all parents visit the school and the teachers of their children. While the time spent in conversation between a teacher and a parent is typically brief (10 to 15 minutes), it is felt that every opportunity for the teacher and parent to communicate is of benefit to the child. In addition to our scheduled program of parent/ teacher conferences, parents are encouraged to initiate a conference appointment when concerns develop regarding some phase of a child's school experience. Conferences must be scheduled at a time that will not interfere with regular classroom instruction for school personnel. (Parents also request additional conferences)

Parties

A few times during the year food parties are permitted in classrooms. These occasions include Halloween, Christmas, Valentine's Day and Easter. As a safety precaution, homemade treats are not allowed to be distributed during these activities. Only commercially packaged food items are permitted for school use. Please refrain from large bags/boxes of treats. Your child should be able to carry treats on the bus. If they are not able to carry them to school, please drop them off at the school in the morning.

Please be advised that certain classrooms are designated as allergy-free classrooms: therefore, please consult your child's teacher before sending food items to school with your child.

PARTY INVITATIONS At times parents wish to use the school as a venue to distribute invitations to their child's classmates for at-home parties. This may only be done if it includes ALL the students of a particular group. For example, **invitations may be given to the whole class, or all the girls, or all the boys.** This will help assure that feelings aren't hurt by leaving out a student.

Cafeteria Program

Currently, our school district offers FREE breakfast and FREE lunch to students and serves students Monday through Friday. Students who pack their lunch are also able to select three items from the menu at no cost, but they must get three items. Ala-carte is the purchasing of menu items separately. If your child chooses to purchase additional menu items or only a portion of the daily menu (meaning less than three items), he/she will be charged "ala-carte" prices. Ala-carte purchases do not qualify under the free lunch program. This includes water bottles, milk, and juice. Lunch prices can be found on our school webpage. **Parents/guardians have full control over what their child can or cannot purchase in the cafeteria. Parents/guardians may place restrictions on a student account at any time.**

ACCOUNT DEPOSITS Money for lunch accounts should be given to your teacher in a sealed envelope that is labeled with your child's full name. If you have more than one child in a family, you may write one check made payable to Conemaugh Valley Cafeteria or send cash, in one envelope. Indicate the amount you want credited to each individual account. Students will receive a payment reminder weekly if money is owed.

You can view your child's account online through the CVSD website: <http://www.cvk12.org> .

Any questions about the cafeteria services should be directed to the Food Service Director, Mrs. Jenna Russell. Her email address is jrsnell@cvk12.org

Health Services

School health services in the Conemaugh Valley School District are organized and developed in accordance with the school laws of the Commonwealth of Pennsylvania, the health needs of school children in this district, and national standards for a sound school health program.

REQUIRED EXAMINATIONS Pennsylvania School Law requires a medical examination of pupils upon original entry to school (pre-k, kindergarten or grade one, as the case may be) as well as in grades six and eleven. Parents are encouraged to have their family physician complete their child's physical examination simply because the family physician is more familiar with the child's medical history. Medical forms for the family physician are available in the nurse's office.

Pennsylvania School Law requires a dental examination for pupils upon original entry to school (pre-k, Kindergarten or grade one as the case may be) third grade, and seventh grade. Parents are encouraged to have dental examinations done by their family dentist. Children who do not have private dental examinations done will have one conducted by the school dentist during the school term.

Failure to comply with the Pennsylvania School Law requirements by providing the appropriate medical and/or dental documentation or participation in school dental or physical examinations MAY result in the child being excluded from any grade level field trips.

School health law further requires that every pupil in kindergarten through grade twelve be weighed and measured. BMI (body mass index) will be calculated and these results are to be reported to parents or guardians of students in grades Pre-k -6.

All pupils in K-12 have a vision screening once yearly.

All pupils in K-3 shall be given a hearing screening each year. Pupils in other grades who are known to have a hearing loss or show evidence of hearing difficulty will be tested. Students in grade 7 will have scoliosis screening completed.

MEDICATION The guidelines of the Conemaugh Valley School District indicate that all children's medications be administered at home. Medication other than those covered by the school doctor's standing orders (indicated on the Emergency Procedure Card) **MUST** have a medication order from a licensed prescriber. This includes over-the-counter non-prescription medication. However, if under exceptional circumstances a child is required to take medication during school hours, the parent and student must comply with school regulations. These regulations include the following

1. Written request from the physician to the school officials that medication, dosage, time to be administered, diagnosis and possible side effects.
2. Students are not permitted to transport medication to or from school.
 - a. **A parent/guardian or responsible adult must bring the medication to school.**
 - b. All medication must be in a prescription bottle with current date and name of the student on the bottle. Medications in plastic bags or containers other than original containers are **NOT** acceptable.
 - c. Parent/guardian must send enough medicine to cover the prescription until a refill is needed.
 - d. Parent/guardian must anticipate when the school medication supply will run out in order to replenish the supply.
 - e. Empty medication containers **will not be** sent home with students.
3. **Under no circumstances will any student be permitted to transport medication.** Any medications to be administered during the day must be taken to the nurse's office (or main office) by the parent or guardian.
4. Medication that is to be given 3 times a day may be given at home before school, immediately after school, and at bed time at home.

The Pennsylvania Department of Health requires school nurses to have a medication order from a licensed prescriber for non-prescription (over-the-counter) medications. School nurses **cannot** dispense any non-prescription (over-the-counter)

medications to students that are **not** covered under the school physician's standing order. However, when parents sign the Emergency Procedure Card, school nurses **may** dispense the following medications as prescribed by the school physician.

- Tylenol (acetaminophen)
- Ibuprofen/Motrin
- Tums (antacid)
- Benadryl (diphenhydramine)
- Sucrets/ Chloraseptic Spray
- Blistex
- Sting kill topical
- Anbesol/ Orajel
- Neosporin ointment/ hydrocortisone

A signed medication order from a licensed prescriber is needed only when the non-prescription medication is **not** on the list above.

LICE PROCEDURES

1. A parent communication letter is sent home at the beginning of the school year with suggestions on how to treat and control lice. This information is also available on the school website.
2. Once the student has been treated, the student must be checked by the school nurse before returning to school. Conemaugh Valley has a LIVE LOUSE POLICY, as recommended by our school physician, which means a student must be lice/egg free in order to be readmitted to school.
3. After checking the student, the school nurse will determine whether the student returns to the classroom or returns home for further treatment.

Physician's record reporting the dates of these immunizations is required from the parent at the time of registration of the child. Enforcement of the immunization records as a re-requisite for school attendance will be in conjunction with the dictates of district policy and state mandates. Parents must contact the school nurse if their child has a medical, ethical or religious exemption.

Excuse for Absence
Conemaugh Valley Elementary School

Student Name: _____

Date(s) of Absence(s): _____

Reason: _____

Parent/Guardian Signature: _____

Excuse for Absence
Conemaugh Valley Elementary School

Student Name: _____

Date(s) of Absence(s): _____

Reason: _____

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