

CONEMAUGH VALLEY ELEMENTARY SCHOOL

School Calendar

August 23, 2022	Meet the Teacher Night
August 25, 2022	First Day of Classes
September 5, 2022	Labor Day (No Classes)
October 10, 2022	Columbus Day
November 3, 2022	Parent Meetings (Appointments)
November 4, 2022	Act 80-No Classes/Parent Meetings
November 11, 2022	Veteran's Day (No Classes)
November 23, 2022	Early Dismissal
November 24 - 28, 2022	Thanksgiving Break (No Classes)
December 22, 2022	Early Dismissal
December 23-30, 2022	Christmas Vacation (No Classes)
January 2, 2023	Teacher In-Service (No Classes)
January 13, 2023	Teacher In-Service (No Classes)
January 16, 2023	Martin Luther King (Make Up Snow Day)
February 17, 2023	Act 80 - No Classes
February 20, 2023	President's Day (Make Up Snow Day)
March 17, 2023	Act 80 - No Classes
April 7-10, 2023	Easter Break (No Classes)
May 26, 2023	Last Day for Students
May 29, 2023	Memorial Day
May 30, 2023	Teacher In-Service

PSSA Testing Windows

English Language Arts - Grades 3-6: April 24-28, 2023

Mathematics - Grades 3-6: May 1-12, 2023

Science - Grade 4: May 1-12, 2023

Make Up Testing: May 1-12, 2023

*****No vacation requests will be approved during the testing window*****

THIS AGENDA BELONGS TO:

NAME: _____

HOMEROOM TEACHER: _____

Principal's Message

It is with great pleasure that I welcome you and your children 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 policy 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 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 and officers of the Conemaugh Valley School Board

<p>Officers: President: Mr. Todd Roberts Vice President: Mr. David Rykala Secretary: Mrs. Donell Jacoby Treasurer: Mr. Francis Truscello, Sr.</p>	<p>Members: Mr. Daniel Markiewicz Miss Hannah Ribblett Mrs. Heather Richards Mrs. Melissa Clark Mr. James Stiffler Jr.</p>
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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
Mr. Jeffrey Miller	High School Principal	jmiller@cvk12.org
Mr. Eric Miller	Business Manager	emiller@cvk12.org
Mrs. Mandy Livai	Director of Student Services	mlivai@cvk12.org
Mrs. Carey Stiffler	Elementary Dean of Students	cstiffler@cvk12.org
Mrs. Samantha Brown	High School Dean of Students	sbrown@cvk12.org

Faculty

Mrs. Heather Oravec: 3rd Grade Math	Mr. Allen Bixel: Band	Ms. Jennifer Byers: 5th/6th Science
Mrs. Heather Crowe: Title I	Mrs. Jenna Danchanko: Title I	Mrs. Jenna Frampton: Kindergarten
Mrs. Bethany George: 5th Grade ELA	Miss Tiffany Glass: First Grade	Miss Ashley Hott: Kindergarten
Miss Tiffany Johns: 5th Grade Math	Miss Alyssa Klein: Learning Support	Miss Megan Kundrod: 3rd/4th Science
Miss Taylor Kunsman: First Grade	Mrs. Madison Laue: 3rd ELA	Mrs. Tanya Lauer: Second Grade
Ms. Kathleen Marano: 4th ELA	Mrs. Christy McGowan: Kindergarten	Mrs. Lori Meyer: 5th/6th Soc. Studies
Mrs. Jayme Migyanka: Second Grade	Ms. Michelle Miller: Instructional Coach	Mrs. Lauren Morus: Music
Ms. Victoria Murphy: 3rd Science	Mr. Taylor O'Hara: Physical Education	Mrs. Amy Oswald: Title I
Miss Erin Pavic: Title I Math	Ms. Ashley Plummer: Learning Support	Mrs. Sherry Ream: Learning Support
Mrs. Brianne Reynolds: Second Grade	Mr. Mark Roberts: 6th Math	Mrs. Brenda Sidor: 4th Math
Mrs. Jennifer Stiffler: Instructional Coach	Miss Elizabeth Thomas: 6th ELA	Mrs. Rhonda Thomas: Learning Support
Mrs. Emily Trantham-Tittle: Learning Support	Ms. Laura Troy: Art	Mrs. Cortney Tyger: Librarian
Miss Sara Zatek: First Grade		

Guidance Counselor

Ms. Megan George.....mgeorge@cvk12.org
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Nurse

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

Mrs. Krissy Curtis	Mrs. Vanessa Gustkey
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School Aides

Ms. Brianna Andrews	Mrs. Tracy Bambino	Ms. Kerry Horner	Mrs. Cynthia Price
Mrs. Denise Reynolds	Miss Lori Stiles	Ms. Karen Sumrada	Mrs. Annette Rigby

Conemaugh Valley PTO

The PTO is a vital part of our school program. We encourage parents to support it 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

Agencies Affiliated with Conemaugh Valley Elementary School

ARN Intermediate Unit 28
Appalachian Youth Services (AYS)
Bayada
Bruce Haselrig - Diversity in Our School Community
Cambria County Drug and Alcohol Program
Camco
Children's Behavioral Health
ACRP - Alternative Community Resource Program
Crisis
CYS - Children and Youth Services
Ignite
IU8
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.

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.

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.

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.

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 - Art, 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.

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 Liaisons Mr. Shane Hazenstab, Superintendent or Mrs. Mandy Livai, 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.

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.

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.

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 students who accumulate 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.
 - 4 - 6 unexcused absences: For each unexcused absence, the student will have either lunch detention, after school detention, or loss of recess if applicable.
 - 7th unexcused absence: Families will meet with the administration and a complaint against the parents/guardians will be filed with the school district.

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.

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:

- 1 - 3 tardies: A warning will be sent home with the student.
- 4th tardy: The administration will be notified, and the parents/guardians will receive a phone call.
- 4 - 8 tardies: The student will serve lunch detention or lose recess time.
- 8th tardy: Families will be required to meet with the administration.
- 9 - 12 tardies: This will be considered as major defiance, and a formal discipline form will be completed. Students will attend after school detention for each tardy from 3:40-4:40.
- 13 - 15 tardies: This will be considered as insubordination, and a formal disciplinary form will be completed. Students will serve in school suspension for each tardy.
- 16th tardy: 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 front 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.

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

Security

All doors are locked at all times. School personnel actively monitor the security cameras throughout the day. Video cameras are strategically located around the school campus to monitor school property, entryways, and hallways throughout the building. A school resource officer is on duty at our school campus during the school hours and during school activities.

Visitors

In order to have a safe and secure environment for your child, the school has a mandatory visitor policy. Any visitor permitted to enter the building must enter through the main, front entrance and report immediately to the office to sign in and receive a visitor badge that must be visibly worn at all times. All visitors must present a driver's license or state issued identification. This visitor policy is not meant to discourage parents/guardians from visiting the school. We encourage parents, grandparents, and community members to be an active part of our school community. This policy is to protect the children and provide an environment where each child feels safe.

Drills

Drills will be practiced and reviewed on a regular basis throughout the year.

Lock Down Drills

Staff members in our school district have participated in ALICE Training (Alert, Lockdown, Inform, Counter, Evacuate). The ALICE training teaches modern safety procedures to make the best survival decisions in unexpected and unpredictable situations. The focus is on preventing, preparing for, and responding to unfortunate events. Our teachers use a kid-friendly, age appropriate book in the classroom that is geared towards preparing students for such events. Teachers and students interact with this book to spark discussions, answer questions, ease any fears, and help students understand the procedures for the lockdown drill.

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.

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 shall 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.

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/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.

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.

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.

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.

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.

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.

Health Services

Examinations

Under PA Code of Health Services 23.85, all students entering school for the first time are required to have proof of immunization.

- Physical examinations are required for Pre-Kindergarten, Kindergarten, and grade 6.
- Dental examinations are required for Pre-Kindergarten, Kindergarten, grade 3 and grade 7.
- Hearing screenings are performed annually in Kindergarten and grades 1, 2, 3, and for any student that may have known hearing loss or by the request of school personnel or parents/guardians.
- All students receive a vision screening each school term.
- All students are weighed and measured each school term.
- **Please contact the school with any questions or to obtain appropriate forms.**

Guidelines for Dispensation of Medicines

Any student who is required to take medication during the school day must comply with school regulations.

- All medications to be administered during the day should be dropped off in the main office or taken to the nurse's office by a responsible adult.
- A form granting permission to administer medication must be completed and accompany the medication with the doctor's order.

- All medication must be in original containers, which are properly labeled by the physician or pharmacy.
- **Students are not permitted to carry pills or medication (prescription or non-prescription) to or from school. Parents must inform the school nurse of any change in a child's health or change in medication.**
- If you have any questions, contact your school nurse immediately.

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 jrussell@cvk12.org